

SOUTHWEST UNIVERSITY

2017 - 2018

Southwest University

Accredited Member Distance Education Accrediting Commission
1101 17th Street NW, Suite 808, Washington, DC 20036
(202) 234-5100



The Distance Education Accrediting Commission is listed by the United States Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

Accreditation gives public recognition to an institution that meets established standards. Accreditation assures each student that the institution has approved programs of study, qualified instructors, adequate facilities, and approved recruitment and admissions policies. Also, that the institution operates on a sound financial basis.



*Dedicated to
enriching the lives
of our students*

SOUTHWEST UNIVERSITY
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Kenner, LA 70062
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2017 - 2018

Nondiscrimination Policy

Associates in Education, Inc. (DBA Southwest University) is a Louisiana academic corporation. The University in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, and section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of race, color, national origin, age, sex, or physical or mental handicap in any of its policies, practices, and procedures. These policies, practices, and procedures include, but are not limited to, admission, employment, financial and education services. Inquiries regarding compliance may be directed to the Administrator, Southwest University, 2200 Veterans Memorial Blvd. Kenner, LA 70062.

Policy Disclaimer

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

Catalog Disclaimer

This publication is not a contract between the student and Southwest University 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. Southwest University reserves the right to make changes and addendums to current policy as it feels necessary and will post these changes on the Southwest University website at <http://southwest.edu>. Students affected by policy changes will be contacted by Student Services to discuss the student's options under the new policy.

All degrees are awarded in accordance with the terms and conditions set forth in the catalog in effect at the time of enrollment.

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SOUTHWEST UNIVERSITY

VISION

Southwest University's Vision is to be recognized for the quality of its academic programs and graduates and as the University of choice for students who desire to enrich their lives and give back to the community.

MISSION

Southwest University's Mission is to encourage the acquisition of skills, to enhance professional practices, and to provide quality distance education. The University is committed to academic excellence and to the educational welfare of its students, and

To offer programs that motivate each student to develop intellectually and professionally and become more effective within the community and responsive to a rapidly changing world.

The University is committed to academic integrity and respect for the individual.

Our Philosophy is...

To recognize the individuality and accomplishments of our students.

To offer personalized service and build a rapport with each student.

To provide prompt communication and feedback.

It is our belief that this relationship promotes communication and personal motivation and also encourages students to communicate with administration, faculty, and staff.

Our Goals are...

To provide students an environment that promotes learning.

To promote knowledge, upgrade learning and provide analytic tools so that students can identify problems in the work arena, generate solutions and implement methods.

To provide excellent educational programs leading to undergraduate and/or graduate degrees.

To improve student recruitment and retention.

To continually improve our distance education programs.

Our Objectives are...

To provide students with a curriculum that includes theories and practices, that are conducive to the working environment and that meets the objectives appropriate to their degree program.

To provide distinguished faculty who strive to enrich the lives of students, ensure their success, and increase the contributions they can make to others and society.

To provide a quick response to student questions and/or needs.

To offer students the flexibility to achieve their professional goals and to meet their educational objectives.

To prepare students to demonstrate leadership skills and become more effective within the community.

To motivate, instill confidence, develop self-esteem, enhance personal growth, and also to foster a wide range of ideas.

To provide administrative support and personal caring service.

ACCREDITATION AND LICENSURE

Distance Education Accrediting Commission (DEAC)
(formerly the Distance Education and Training Council-DETC)
1101 17th Street, NW, Suite 808
Washington, DC 20036
(202) 234-5100

Southwest University is an accredited member of the Distance Education Accrediting Commission.

The Distance Education Accrediting Commission is listed by the United States Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

Visit www.deac.org for more information on DEAC and accreditation.

Southwest University is licensed as an institution of higher education by the State of Louisiana Board of Regents.

EDUCATIONAL METHOD

Southwest University's courses utilize a textbook and an Instructional Study Guide. The Study Guide is prepared in conjunction with the textbook and serves as an instructional tool to help the student through the course.

INSTRUCTIONAL STUDY GUIDES:

The Instructional Study Guide provides an overview of the course, a listing of course objectives and detailed instructions for completing the course. Each Study Guide is divided into Chapters and Lessons. Each Lesson provides an overview and objectives of each Chapter and a variety of assignments. The objectives indicate the expected learning. No online time is required.

LESSONS / EXAMINATIONS:

Each required, completed lesson must be forwarded to the University for grading. When all the lessons for the course are completed, a final proctored exam is required.

PROCTORS:

Acceptable proctors include school teachers and principals, librarians, clergy members, human resources officers and workplace supervisors. A proctor should hold a position of integrity. Family members or friends cannot act as proctors. Proctors are required to verify student identity from valid government-issued photo identification.

UNIVERSITY RESOURCES

FACILITY:

The University's office complex includes many administrative offices, a student Service Center, a printing and production operations, book store and a central file and conference area.

Courses are not taught on-site, however some students come to have staff proctor exams. Housing is not required or available.

BOARD OF ADVISORS:

The structure of the Board permits a broad based representation designed to cover all areas of interest in the University's degree programs.

The function of the Board of Advisors in conjunction with the President of the University is to review the educational philosophy and objectives of the University and review and comment on the University's Education Program.

FACULTY:

The University has outstanding faculty. The faculty is the key element in the success of the University's degree programs. The faculty of the University have extensive business, criminal justice and consulting experience in addition to the conventional academic credentials.

Adjunct Faculty provide academic assistance throughout the program. Students are assured of one-on-one instruction. Southwest University's distinguished faculty hold impressive credentials. Students receive feedback from their faculty member on all submitted lessons and projects. Faculty members can be contacted via email, fax, or phone.

The criteria in selecting faculty are:

- The academic mastery of knowledge in their specialization.
- Demonstrated skills in teaching, grading and critiquing Lesson assignments and their ability to utilize and blend them with University's techniques.
- The ability to organize course material, discuss learning techniques that are beneficial to each student and facilitate the learning process.
- The philosophy is in tune with the university, in that the success of the student is uppermost.

STUDENT SERVICES:

Student Services is the heart of the University. The goal is to assist each student to successfully complete their degree. Placement assistance is not offered.

LIBRARY:

Southwest University is a member of the Library Information Resources Network (LIRN). LIRN provides a core library collection: ProQuest and Gale/InfoTrac Title Lists:

- **Gale/InfoTrac:**
 - Business and Company Resource Center with PROMT and Newsletters
 - Computer Database
 - Custom Newspapers (contains full text articles from 128 newspapers)
 - Expanded Academic ASAP
 - Gale Virtual Reference Library
 - General Business File ASAP
 - Health and Wellness Resource Center and Alternative Health Module

SOUTHWEST UNIVERSITY

Health Reference Center Academic
InfoTrac Legal Trac
InfoTrac OneFile
Literature Resource Center
Newsletters ASAP
Opposing Viewpoints Resource Center
Student Resource Center-Gold

• **ProQuest:**

ABI/INFORM Dateline
ABI/INFORM Global
ABI/INFORM Trade & Industry
National Newspaper Abstracts
ProQuest Psychology Journals
ProQuest Research Library (with 15 subject modules)

Southwest University students may access these varied and in-depth resources 24/7.

Students may also utilize Southwest University's Internet References/Library Resources by using their user name and password. Also, students can review related articles and journals in the E-Library section.

Students can request a copy, or download a copy, of our Internet References/Library Resources for their state.

Internet Public Library (IPL) - A complimentary service available to anyone who accesses it at its web address: www.ipl.org

IPL provides users with a Reference Center. Students can ask reference questions which are answered by reference center staff or trained librarians. There is a catalog of online books. Abstracts of resources in specific categories can be accessed. Reading rooms contain bookshelves of online texts, publications and newspapers.

Louisiana students holding a Public Library Card may research 26 databases from their home, 24 hours—seven days at: <http://lalibcon.state.la.us>.

Many community colleges and state universities allow local residents to use their library facilities. Some extend borrowing privileges to students enrolled at other colleges and universities. Southwest University will provide, upon request, a letter of introduction to each library that a student wishes to utilize.

GENERAL INFORMATION

CALENDAR

The University is open Monday through Friday 8:30 A.M. to 5:00 P.M. (CST), except on the following holidays:

New Year's Day, Mardi Gras, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day

NON-DISCRIMINATION POLICY

The University admits qualified students of any race, color, creed, sex, or national origin and is an Equal Opportunity Employer.

LICENSES / CREDENTIALS

If licensing, certification or credentialing by a public or private agency or professional association is the objective of the student, we recommend that the applicant check with the authority which offers the recognition before enrolling in the University.

FULL TIME STUDENTS

All students enrolled in Southwest University degree programs are considered full time students.

STUDENT IDENTIFICATION

Southwest University requires students to provide valid government-issued photo identification, e.g. Driver's License, State I.D., or Passport.

INTERNATIONAL STUDENTS — WHEN APPLICANT'S NATIVE LANGUAGE IS OTHER THAN ENGLISH

The University admits students living outside the continental United States to all degree programs. Students must be able to speak and correspond with the University and respond to the course instructions in English.

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following:

Undergraduate: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (IBT).

A minimum score of a 6.0 on the International English Language Test (IELTS), including the academic writing and academic reading modules.

Master's Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (IBT);

- A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;
- A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
- A transcript indicating completion of at least 30 semester hours of credit with an average grade of "C" or higher at an appropriately accredited*/recognized college or university where the language of instruction was English; "B" or higher for Master's Degree.
- A transcript indicating a grade of "C" or higher in a 3 semester hour English Composition course from an appropriately accredited*/recognized college or university (as verified by the International Handbook of Universities (21st ed.);
- Undergraduate only: An official high school transcript completed at an appropriately accredited*/recognized high school (where the medium of instruction is English).

Transcripts not in U.S. equivalency must be translated into English through a National Association of Credential Evaluation Services (NACES) approved translating service. Please visit www.naces.org for more information.

- accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities.

TIME REQUIREMENTS

Southwest University has an open enrollment policy. Students may begin their studies at any time. Each course must be completed within ten weeks.

The term of enrollment for each degree program is twenty-four (24) consecutive months from the date of enrollment. Upon written request, subject to approval, the enrollment term may be extended. An enrollment extension fee of \$100 per month will apply.

RESIDENCE REQUIREMENTS

Students are not required to attend classes, lectures or seminars on campus. Enrolled students are provided assistance and direction as needed, by email, phone, fax or mail. Students are welcome to visit the University and meet with administration, faculty and staff.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The University's Mission is the success of its students. The University admits/enrolls those students who can be expected to complete the degree program and benefit from it.

Applicants or current students with disabilities who require academic adjustments throughout their studies must first contact the Dean for assistance.

It is the student's responsibility to request accommodations and to identify the disability and provide the appropriate documentation from a qualified, licensed or medical professional, and also to provide current and supporting documentation explaining the nature of the disability.

The request for reasonable accommodations must be based on individual needs.

The request does not compromise the requirements of the course.

The request does not require a financial burden on the university.

All documentation must be submitted twenty days prior to enrolling.

SOUTHWEST UNIVERSITY

STUDENT RECORDS / FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION

Under the conditions of the Family Educational Rights and Privacy Act of 1974 (FERPA), students* are provided specific rights pertaining to University educational records and personal information on file with Southwest University.

* a student is defined as any currently enrolled person or one who has been enrolled in Southwest University's programs.

The provisions of this law provide students the following privileges:

- Inspection and review of the student's educational records.
- Request the amendment to the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education, under section 99.4 concerning alleged failures by the University to comply with the regulations of the ACT in the instance that a complaint cannot be resolved within the University.

It is the policy of Southwest University to regard personal and academic information of each student as confidential. Student information will not be released to a third party without the **student's written permission**.

Southwest University will release student information if supported by obtained appropriate permission.

Requests by students to inspect, review, or amend must be submitted in writing and identify the following:

- the record the student wishes to inspect
- the purpose of the disclosure
- the records that may be disclosed
- the party or class of parties to whom the disclosure may be made
- signature and date

For requests to amend:

- students must clearly identify the portion of the educational record the student is requesting be changed.
- specify why the record should be changed.

If the requested change is not approved, the student will be notified of the University's decision electronically and in print. The following has been identified as "Directory Information" and may be released without your consent:

Name, address, field of study, current employer, current employer location, job title, dates of attendance, degree and awards received, most recent previous school attended.

Note: All other personally identifiable information is considered non-directory information and will not be released without your written consent.

To revoke the release of Directory Information, students must advise the University in writing by contacting the Registrar's Office. The student's records will be flagged: Privacy Hold.

FERPA allows schools to disclose student records without consent to:

- School officials with legitimate educational interests.
- Officials of another school, upon request, in which you seek or intend to enroll.
- Certain officials of the U.S. Department of Education, the Comptroller General, and state education authorities.
- Organizations conducting certain studies for or on behalf of the University.
- Accrediting organizations to carry out their functions.
- Appropriate parties in a health or safety emergency.
- Comply with a judicial order or a lawfully issued subpoena.

Note: The University will make a reasonable effort to notify the student of the order of a subpoena in advance of compliance.

In summary: FERPA applies to the education records of students who are currently enrolled or who have been enrolled.

The Act applies to all education records maintained by the University and also all persons acting for the University, directly related to student(s).

Type, Location and Custodians of Education Records:

<u>Type</u>	<u>Location</u>	<u>Custodian</u>
Admission Records	Registrar's Office	Registrar
Cumulative Academic Records	Registrar's Office	Registrar
Financial Records	Student Accounts	Finance Office

INTELLECTUAL PROPERTY COPYRIGHT POLICY

Southwest University's courses are protected by copyright as individual works, collective work and/or compilations, pursuant to United States and foreign copyright laws.

You agree to comply with all copyright notices and restrictions contained in the Site and in the course materials.

The Site and course materials are solely for your personal, educational and non-commercial use. You may copy and download content from the Site solely for your personal, educational and non-commercial use.

Accessing, using, displaying, distributing, copying, or downloading content from the Site and course materials for other than personal, educational and non-commercial use is prohibited without prior consent of Southwest University.

Students who are found to have violated this policy may be suspended or terminated, after due process.

THE STUDENT STUDY / DEGREE PLAN

The Student Study / Degree Plan sets forth the:

- 1) Number of semester hours required for the degree,
- 2) Number of semester hours accepted from other academic institutions,
- 3) Number of semester hours awarded (if any) for:
 - a. Military Service / Courses,
 - b. Specialized Training,
 - c. Prior and/or Experiential Learning,
(see pages 17 –18 for additional information),
- 4) Number of semester hours to be earned,
- 5) Courses to be completed by number and title,
- 6) Degree to be confirmed.

STUDENT IDENTIFICATION CARDS

Student I.D. cards are available. The card identifies its holder as a currently enrolled student. Many theaters, museums, sporting events and musical programs extend discounts to students upon presentation of a student I.D. card. The card may also assist a student to obtain library privileges at colleges and universities in their area. A photo, 1" x 1-1/4", is required.

VETERANS, MONTGOMERY GI BILL and the POST 9/11

Southwest University's Programs are approved to provide for payment of Educational Assistance benefits to active military members and veterans under the programs administered by the United States Department of Veterans Affairs (VA).

NO ONLINE TIME is required.

For more information, visit www.southwest.edu

TUITION SCHOLARSHIPS AVAILABLE FOR MILITARY SPOUSES OR DEPENDENTS

Southwest University realizes that families of men and women in the service deal with additional burdens. The University also wants to open doors for them and offers scholarships to help them advance their lives and careers along with their loved ones who serve.

SOUTHWEST UNIVERSITY

FINANCIAL INFORMATION

TUITION AND FEES:

All applicants pay \$75 Application Fee.
All students pay \$200 Registration / Enrollment Fee plus postage and handling.
All students pay \$25 Library Fee.
All graduates pay \$125 Graduation Fee.

Associate and/or Bachelor Degrees

Students Enrolling in Degree Programs:

\$275 per semester hour plus textbooks and Instructional Study Guides.

All Students Enrolling Per Course: (Undergraduate)

\$460 per semester hour plus textbooks and Instructional Study Guides.

Masters Degrees

Students Enrolling in Degree Programs:

\$460 per semester hour plus textbooks and Instructional Study Guides.

All Students Enrolling Per Course: (Graduate)

\$460 per semester hour plus textbooks and Instructional Study Guides.

VETERANS

Most VA programs allow veterans ten (10) years from the date of separation listed on the Military Discharge (DD214) to use their Veterans Benefits, unless that veteran was unable to attend due to a documented mental or physical disability, or reentry into active duty.

To ensure that you have the correct information regarding benefits, call 888.442.4551. This number is for the department that can answer questions on qualifying for the various entitlement categories.

All Admission requirements must be completed and the VA recipient (veteran) must be a registered student at Southwest University before he/she will be certified for VA benefits. Payment of tuition and fees is a part of the enrollment process. A student is not a registered student until payment is received.

For more details go to www.southwest.edu

VETERANS ADMINISTRATION (VA) BENEFITS

If you are eligible for VA benefits, you must first apply for admission and be accepted as a Southwest University student prior to setting up your VA benefits.

TUITION AND FEES: STUDENTS RECEIVING VETERANS ASSISTANCE

Per Course: \$460 per semester hour.
(Each course credits 3 semester hours.)

Applicants pay \$75 Application Fee. Students are responsible for the one-time Registration/Enrollment, and Graduation fees, textbooks and Instructional Study Guides.

Postage and handling costs are the responsibility of the student. Postage costs vary according to the student's geographic location.

TUITION PAYMENT FOR VA USERS

Students who are using the Montgomery GI Bill will be required to pay the course tuition down payment upon registration. Students using the Post 9/11 are not required to pay tuition upon registration since the VA pays their tuition directly to Southwest University.

Post 9/11 VA students must be registered full time in order to receive the housing allowance.

Students who are eligible to combine DOD tuition assistance with VA benefits must notify their VA office.

PROCEDURES VA BENEFITS

Contact the VA office online at <http://www.GIBill.va.gov> (or at 1-888-442-4551) to see if you qualify for VA benefits and to request any necessary form(s). Please note: Forms should also be available at all DVA offices, most active duty military stations, and American Embassies in other countries.

Use the Veterans ON-line Application (VONAPP) site (www.gibill.va.gov) to complete an application for benefits. You may also complete Form 22-5495 or 22-1995 if you've been receiving benefits and need to notify VA that you're changing schools or programs of study.

The VA will send you a copy of your certificate of eligibility. Fax Southwest University (504-468-3213) or email a copy of the certificate to (admissions@southwest.edu).

If you have used your benefits at another institution, you must submit VA Form 22-1995, Request for Change of Program or Location, to Southwest University.

Register for a course. Once you are registered, Southwest University's Admission Office will return an enrollment certification to the VA office to start the benefits.

Discharged students must also send a copy of their DD214.

Prospective students needing assistance, please contact our trained personnel for help in enrolling at:

admissions@southwest.edu

CORPORATE TUITION REIMBURSEMENT

Many corporations and companies offer educational benefits to their employees. Southwest University students should check with their Human Resources representative for specific details of any organization's education programs. Southwest University will provide any necessary information regarding tuition, fees, accreditation, course content, or other information required by an organization.

TUITION RECAP

All applicants pay \$75 Application Fee.
All students pay \$200 Registration / Enrollment Fee plus postage and handling.
All students pay \$25 Library Fee.
All graduates pay \$125 Graduation Fee.

Associate and/or Bachelor Degrees

Students Enrolling in Degree Programs:

\$275 per semester hour plus textbooks and Instructional Study Guides.

All Students Enrolling Per Course: (Undergraduate)

\$460 per semester hour plus textbooks and Instructional Study Guides.

VETERANS BENEFITS

Students utilizing VA benefits: tuition is \$460 per semester hour. Textbooks and Instructional Study Guides are the student's responsibility.

Masters Degrees

Students Enrolling in Degree Programs:

\$460 per semester hour plus textbooks and Instructional Study Guides.

All Students Enrolling Per Course: (Graduate)

\$460 per semester hour plus textbooks and Instructional Study Guides.

Postage and handling costs are the student's responsibility.

VETERANS BENEFITS

Students utilizing VA benefits: tuition is \$460 /semester hour. Textbooks and Instructional Study Guides are the student's responsibility.

Postage and handling costs are the student's responsibility.

SOUTHWEST UNIVERSITY

TUITION PLAN

(Continental United States Students)

Southwest University allows students to pay tuition in installments after making the required down payment. Students will be required to make monthly payments on the remaining tuition balance. The University does not charge an Annual Percentage Rate (APR) on the tuition balance.

Applicants pay the \$75 Application Fee.

The minimum down payment is:

Associate Degree (All)	\$1,025.*
Bachelor Degree (All)	\$1,025.*
Masters (All)	\$1,725.*

*Plus Registration / Enrollment Fee.

Tuition and fees must be paid in United States currency by check, money order, or credit card. The University accepts VISA, MasterCard, Discover and also bank wire transfers.

The financial obligation must be paid in full when all the required course work is completed.

A degree will not be awarded until all financial obligations have been satisfied.

A transcript will not be issued until all financial obligations have been satisfied.

NO INTEREST PAYMENT PLAN

Southwest University offers a tuition payment plan, no interest charged.

Prospective students should consult their human resources office to learn if their employer provides tuition assistance and when it is paid. Southwest University accommodates employee tuition assistance programs.

Prospective students needing assistance please contact our trained personnel for help in enrolling at

admissions@southwest.edu

LEAVE OF ABSENCE

A student may request and receive a leave of absence by writing a letter to Student Services and detailing the reason and the expected day of reactivation. The leave of absence must be approved by the University prior to the onset of the leave.

FEE SCHEDULE:

Application Fee (non-refundable)	\$ 75.00
Certificate of Completion (Certificate Program)	\$ 125.00
Change of Major Fee	\$ 150.00
Change of Program Fee	\$ 200.00
Course Extension Fee	\$ 50.00
Degree shipping, postage and certified mail	\$ 85.00
Enrollment Extension Administrative Fee, per month	\$ 100.00
Graduation Fee	\$ 125.00
Handling per Course	\$ 16.50
Handling per Proctored Exam	\$ 16.50
Honor Society Membership	\$ 40.00
Inactive/Reactivation Fee	\$ 200.00
Instructional Study Guide only	\$ 90.00
Late Fee (on monthly payments)	\$ 5.00
Library (LIRN) Fee	\$ 25.00
Processing Fee	\$ 4.00
\$100 and up	\$ 10.00
Registration/Enrollment Fee	\$ 200.00
Resubmission of Amended Project (each)	\$ 20.00
Retake Lesson Exam (each)	\$ 10.00
Retake Final Exam (each)	\$ 50.00
Returned Check Charge	\$ 45.00
Student I.D. Card	\$ 10.00
Transcript Fee	\$ 10.00
Administrative Services	
Special Required Document (each)	\$ 35.00
Special Student Services (per hour)	\$ 50.00

STUDENT WITHDRAWAL/REFUND POLICY

A student may withdraw from a course or program at any time and in any manner. However, the University requests that the intent be confirmed in writing. The date of withdrawal is the date the initial notification is received by Southwest University. Any money due the student will be refunded within 30 days of the withdrawal request.

If the enrollment is cancelled more than five (5) calendar days after midnight of the day on which the enrollment agreement is signed, the University will retain a registration fee of either \$200 or 20% of the tuition (not to exceed \$200).

If the enrollment is cancelled after completing at least one lesson assignment but less than 50 percent of course assignments, the University will retain a percentage of refundable tuition which shall not exceed the following:

- Up to and including 10 percent of the course, 10 percent of the refundable tuition (tuition charges remaining after subtracting the non-refundable fee already retained).
- Between 10 percent and 25 percent of the course, 25 percent of the refundable tuition.
- Between 25 percent and 50 percent of the course, 50 percent of the refundable tuition.
- After the student completes more than half the course, the University shall be entitled to retain the entire total course tuition.

The amount of the course completed shall be the ratio of the completed required lesson assignments received by the University for evaluation to the total lesson assignments required to complete the course.

TEXTBOOKS

DEGREE PROGRAMS

Textbooks are not included in the tuition costs. Southwest University is a member of the National Association of College Stores and maintains a student bookstore. Students may obtain textbooks from the University bookstore or through their own resources. The University will supply the title, author, publisher and cost of the required textbooks. Textbook prices and materials are subject to publishers' price increases. Textbook prices range from \$100 to \$210 or more. Textbooks and course materials must be paid prior to shipment.

VA students are responsible for textbooks and Study Guides.

POSTAGE AND HANDLING

Postage and handling costs are the responsibility of the student. Postage costs will vary according to the student's geographical location. All U.S. shipments are forwarded by Priority Mail. Students may choose delivery by Federal Express or United States Postal Service Express Mail. Outside the U.S. Air Mail Service is provided. Rates vary by country.

ADMISSION INFORMATION

ADMISSION PROCEDURES

All applicants must submit the following:

- The completed Application for Enrollment form.
- Current resume
- Valid Government-Issued Photo Identification

First time University students will be required to submit one of the following:

- High School Diploma (and/or official transcript)
- GED Transcript
- Veterans/Military Form DD 214
- Military Statement of Service
- International or Homeschooled authenticated documents

Applicants transferring credits:

College/University transcripts: student copies will be accepted with your application. Official transcripts sent directly from the colleges/universities you attended will be required within 60 days of your enrollment.

Applicants requesting credit:

Documentation of successful completion of any specialized training programs (degree related) for which you are requesting credit.

The application fee of \$75. (nonrefundable.)

Upon receipt of the above, the student will be notified of the study requirements that must be undertaken to earn the degree along with the tuition and fees.

Students must be able to speak and correspond with the University and respond to the course instructions in English.

ENROLLMENT AGREEMENT/ REGISTRATION CONTRACT

An application must be accepted for Admission. Once accepted, the applicant must complete an Enrollment Agreement/Registration Contract and pay tuition and fees. *See Tuition Plan: page 14.*

ADMISSION REQUIREMENTS ASSOCIATE AND BACHELOR DEGREE PROGRAMS

APPLICANTS MUST SUBMIT ONE OF THE FOLLOWING:

- **High School Diploma** (official transcript) showing completion, or
- **GED** equivalent (official score sheet with passing score required by the state in which the GED was administered), or
- **Veterans/Military Service Members** may submit form DD214, or
- A **Military Statement of Service** indicating the high school name and date of graduation, or
- **Transfer Students** who have completed courses toward an Associate Degree, or have completed an Associate Degree, must provide official transcripts from an appropriately accredited postsecondary institution*, or
- **Applicants who cannot meet the requirements** must have successfully completed 12 college-level semester credits and must have attained a “C” or higher for each course at an appropriately accredited postsecondary institution*.

For applicants using 12 college-level semester credits to satisfy the admission requirements, an official transcript must be on file to document the earned credits.

Students may be admitted on a provisional basis pending receipt of an official college or high school transcript.

Students may not continue in the program beyond one enrollment period (not to exceed 12 semester credits) without an official transcript of high school completion or earned postsecondary credits on file at the institution.

- **International or Homeschooled Students** must provide an appropriately authenticated program completion document issued by a governmental authority or school supervisor that attests to the successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate. See also International Students - When Applicant’s Native Language Is Other Than English, page 8.
- **Prospective Students with documentation concerns**, e.g. natural disasters, should consult with the Dean.

DENIAL OF ADMISSIONS

The University may deny admission to a potential student if it is determined that the University cannot satisfy the objectives of the potential student and his/her academic needs.

TRANSFER CREDIT

THE ASSOCIATE DEGREES

Credit earned from other appropriately accredited institutions may be accepted toward fulfilling the degree requirements.

A maximum of 30 semester hours, with a course grade of “C” or better, may be transferred. Official transcripts are required.

THE BACHELOR DEGREES

Credit earned at other accredited academic institutions may be accepted toward fulfilling the degree requirements.

A maximum of 90 semester hours, with a course grade of “C” or better, may be transferred. Official transcripts are required.

CREDIT MAY BE GIVEN FOR

- Military Service/Courses
- Non-collegiate Sponsored Instruction
- Credit for learning acquired through business or criminal justice training
- Achievement in a related profession/military training
- Challenge/test-out exams
- College level equivalent tests
- Other postsecondary level equivalent experience

Students may request credit for professional training.

The University recognizes that students may have gained knowledge and understanding through professional training which may be equivalent to the subject matter of specific courses in the University’s degree programs.

POLICY ON PRIOR NON-SCHOOL LEARNING CREDIT

Credit for non-school training may be given for knowledge gained by Professional Training equivalent to specific course(s) in the Student’s Degree program. Credit may be applied toward degrees as follows:

- Associate’s Degree: A maximum of 15 semester hours.
- Bachelor’s Degree: A maximum of 30 semester hours.
- Master’s Degree: A maximum of 9 semester hours.

All credit received for Professional Training must be documented.

In determining credit, although credit has been awarded, students are required to complete an Exercise/Examination. The exercise/examination will be used to back up and demonstrate the student’s skills knowledge and understanding of the course achieved through professional training and experience.

The grade(s) received must be in keeping with the requirement: undergraduate “C” or better. The course title and grade will appear on the transcript.

Students enrolling into the Associate Degree can receive up to 15 semester hours for Professional Training equivalent to specific courses in the degree program.

Students enrolling into the Bachelor Degree can earn up to 30 semester hours for Professional Training, equivalent to specific courses in the degree program.

The Exercise/Examination(s) requirement applies to the five (5) courses (15 semester hours) being awarded in the Associate Degree.

Students enrolling in the Bachelor Degree can earn up to 30 semester hours. The Exercise/Examination(s) requirement can apply to ten (10) courses toward the Bachelor Degree.

The Exercise/Examination-based course(s) require tuition payment. Tuition applies the same as Textbook/Instructional Study Guide courses. No assessment fee is charged.

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CREDIT BY EXAMINATION (CHALLENGING A COURSE)

Southwest University offers the opportunity to earn credit by taking a proficiency exam to students who believe they have already mastered the content of a Southwest University course.

A passing grade (P) will earn three semester hours for the course toward a Southwest University degree or certificate program. A (U) indicates an unsatisfactory grade. "P" and "U" grades are not figured into the Grade Point Average, GPA. Students must pass the exam on the first try. No retakes are allowed. A "U" grade will require the student to take the course and complete all the associated course work for credit.

Academic credit: The credit given for proficiency examinations, including test out credit, may not exceed one-fourth (25%) of the credits required for a degree.
Tuition: Students pay the current tuition for the degree program course. The tuition cost must be paid prior to taking the test. Students who receive a "U" grade must also pay the tuition prior to retaking the course.

To ensure success it is highly recommended that the student acquire the required textbook. Textbooks can be obtained through your own resources or from the University.

To earn Credit by Exam: Please advise the Admission staff. A form will be forwarded.

CREDIT HOURS DEFINED

Each course credits three semester hours. Each three (3) semester hour course at the minimum requires 135 hours of invested time to complete the course requirements.

One credit hour is 15 hours of academic engagement and 30 hours of preparation.

Student work includes the following direct or indirect faculty instruction. Academic engagement may include, but is not limited to, submitting an academic assignment, completing exercises, e.g., matching, listening to webinars (synchronous or asynchronous), taking an exam, initiating contact with a faculty member to ask a question about the academic subject studied in the course. Preparation is typically homework, e.g., reading and study time, completing assignments, projects, case studies, article research and critiques, and Final Exams.

Therefore, a 3-credit hour course requires 135 semester hours (45 hours of academic engagement and 90 hours of preparation).

All student work must be documented in the curriculum materials and/or syllabi, including a reasonable approximation of time required for the student to complete the assignments. No Online Time is required.

This is a sample of possible time allocation to achieve the required 135 hours.

Academic Engagement Estimated Hours for the Average Student

Listening to or reading course lectures: 25 pages per hour (1 per week)	10
Reading additional website documents: 25 pages per hour (.5 per week)	5
Audio and video: 22 pages per hour (1/2 hour per week)	5
Reading discussion forums and making responses: 1 hour per week	10
Presenting and reading student reports: 1 hour per week	10
Taking quizzes and exams: .5 hour per week	<u>5</u>
Total: Should be at least 45 hours per 3 credit hour course	45

Preparation (Outside of class)

Required textbooks, ordinary reading level: 30 pages per hour	20
Required textbooks, difficult reading level: 25 pages per hour	-
Reaction/reflection papers and book reports: 1 hour per page	10
Case studies: 1 hour per page	5
Research papers: 3 hours per page	15
Review / Essay questions: 1 hour per page	-
Study for quizzes and exams:	20
Project, journaling, or other assignments	<u>20</u>
Total: Should be at least 90 hours per 3 credit hour course	<u>90</u>

Overall Total:
Should be at least 135 hours for a 3 credit hour course 135

Total Hours per week = 13.5 for 10 weeks.

ADMISSION REQUIREMENTS: ALL MASTERS PROGRAMS

A Bachelor's Degree from an appropriately accredited postsecondary institution*.

*accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities.

TRANSFER CREDIT

A maximum amount of nine semester hours may be transferred. A course grade of "B" or better, for each course transferred, is required.

PRIOR NON-SCHOOL LEARNING

Credit for non-school training is given for knowledge gained by Professional Training equivalent to a course in the Student's Degree program.

A maximum of 9 semester hours for transfer credit and/or for Professional Training credit, equivalent to specific courses in the degree program, may be applied toward the Masters Degree.

All credit received for Professional Training must be documented. In determining credit for Professional Training, the University follows the guidelines suggested by the Council for Adult and Experiential Learning, CAEL. Although credit has been awarded students are required to complete an Exercise/Examination.

The grades received must be in keeping with the requirement: graduate "B" or better. The course titles and grades will appear on the transcript.

The Exercise/Examination requirement applies to the (3) three courses (9 semester hours) being awarded in the Masters Degree.

The Exercise/Examination-based courses require tuition payment. Tuition applies the same as Textbook/Instructional Study Guide courses. No assessment fee is charged.

SECOND SOUTHWEST MASTERS DEGREE(S)

A graduate awarded a graduate degree from Southwest University who would like to earn a second graduate degree must:

- 1) Complete all of the requirements of the first graduate degree;
- 2) Receive the first graduate degree;
- 3) Complete a minimum of 18 graduate credit hours from Southwest University, with the exception of Master of Science in Criminal Justice degree programs, which require 21 graduate credit hours from Southwest University.

Refer to pages 48-54 for details.

NON-DEGREE SEEKING STUDENTS

Southwest University recognizes that some students are interested in completing a course, a series of courses, or a certificate program for personal and/or professional development. Non-degree seeking students must have a high school diploma, or equivalent, or proof of being homeschooled. Students may complete up to 18 hours, 6 courses.

Those who start out as non-degree seeking students, and meet Southwest University's requirements for admission may apply for admission into a degree program at any time.

ACADEMIC INFORMATION

DEGREE PROGRAMS

ASSOCIATE OF SCIENCE IN GENERAL STUDIES

ASSOCIATE OF SCIENCE IN BUSINESS
ADMINISTRATION

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION (BSBA)

BSBA HUMAN RESOURCE MANAGEMENT

BSBA INTERNATIONAL BUSINESS

BSBA LEADERSHIP AND MANAGEMENT

BSBA MANAGEMENT

BSBA MARKETING

BSBA ORGANIZATIONAL MANAGEMENT

MASTER OF SCIENCE IN CRIMINAL JUSTICE

MASTER OF ARTS IN MANAGEMENT

MASTER OF BUSINESS ADMINISTRATION (MBA)

MBA MANAGEMENT

MBA ORGANIZATIONAL MANAGEMENT

MASTER OF ARTS IN
ORGANIZATIONAL MANAGEMENT

SECOND SOUTHWEST UNIVERSITY
GRADUATE DEGREE(S)

GRADUATION REQUIREMENTS

Graduation requires the student to complete the courses of study prescribed by the University. Graduation can occur at any time the student has completed all the study requirements and has met all financial obligations.

Associate of Science in Business
Administration

Associate of Science in Criminal Justice

Associate of Science in General Studies

A total of sixty (60) semester hours is required.

- A minimum of 30 semester hours of the instruction toward the degree must have been earned at Southwest University.
- Cumulative grade point average of 2.0 or better is required.

Bachelor of Science in Criminal Justice

A total of one hundred twenty (120) semester hours is required.

- A minimum of 30 semester hours of the instruction toward the degree must have been earned at Southwest University.
- Cumulative grade point average of 2.0 or better is required.

Bachelor of Science in Business
Administration: All Programs

- A total of one hundred twenty (120) semester hours is required.
- A minimum of 30 semester hours of the instruction toward the degree must have been earned at Southwest University.
- Cumulative grade point average of 2.0 or better is required.

DOUBLE MAJORS: Students can consider the incorporation of a double major into their degree plan.

***The Associate of Science in Business Administration degree can be awarded upon completion of 60 semester hours, which includes general education courses (refer to pages 24-25) and core required courses (refer to page 32) .**

- Cumulative grade point average of 2.0 or better is required.

Master of Arts in Management

Master of Business Administration

Master of Arts in Organizational Management

Master of Science in Criminal Justice

- Thirty-six (36) semester hours beyond the Bachelor’s Degree.
- A minimum of 27 semester hours of the instruction toward the degree must have been earned at Southwest University.
- Thesis not required.
- Cumulative grade point average of 3.0 or better is required.

Master of Business Administration Management

Master of Business Administration Organizational Management

- Forty-Eight (48) semester hours beyond the Bachelor’s Degree.
- A minimum of 39 semester hours of the instruction toward the degree must have been earned at Southwest University.
- Thesis not required.
- Cumulative grade point average of 3.0 or better is required.

SECOND SOUTHWEST GRADUATE DEGREE(S)

- The first graduate degree must be earned from Southwest University.
- 18 semester hours: Business Degree Programs.
- 21 semester hours: Criminal Justice Degree Programs.
- Thesis is not required.
- Cumulative grade point average of 3.0 or better is required.

RUBRIC

A rubric is a tool that faculty use to assess many different types of assignments including written work, projects, speeches, and more. The faculty creates a set of criteria, a narrative to explain the criteria, and a point value associated with that criteria.

Rubrics are an excellent way to grade assignments that can often lead to subjective grading. When rubrics are given to students before they complete their work, they have a better understanding of how they will be assessed.

GRADING

The University uses A, B, C, D, P, U, I. A grade of P* (Passing) is given only for completion of a Proficiency Exam (no quality points assigned). A grade of U is Unsatisfactory. Unsatisfactory submissions will need to be improved to receive a grade. An I grade (Incomplete) must be made up within approximately 13 weeks. Successful completion of the course credits three (3) semester hours. Quality points are assigned as follows:

A+	Superior	=	4.0
A	96.3 to 100	=	4.0
A-	92.4 to 96.2	=	3.7
B+	89.3 to 92.3	=	3.3
B	86.3 to 89.2	=	3.0
B-	83.6 to 86.2	=	2.7
C+	81.3 to 83.5	=	2.3
C	77.4 to 81.2	=	2.0
C-	75.6 to 77.3	=	1.7
D+	73.3 to 75.5	=	1.3
D	70.3 to 73.2	=	1.0
P*		=	0.0
U		=	0.0
I		=	0.0

Quality points are assigned to passing grades earned. The grade point average (GPA) is computed by dividing the number of hours attempted into the quality points assigned.

All submitted work is equally weighted in determining the final grade.

GRADUATION WITH HONORS

Graduation with Honors signifies recognition of a student’s achievement of academic scholastic excellence. A Gold Honor Seal is affixed to the degree.

Highest	3.87 to 4.00
High	3.63 to 3.86
Honors	3.51 to 3.62

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HONOR SOCIETY

Academic excellence and personal dedication to its pursuit deserve recognition. Southwest University is pleased to offer Honor Graduates membership in its Honor Society.

SOUTHWEST UNIVERSITY TRANSCRIPTS

The University will prepare a transcript for the student upon written request. Credit given for non-school prior and/or experiential learning and specialized training programs will be entered into the student's records and onto a transcript upon completion of all program requirements.

CREDIT TO BE TRANSFERRED

Should a student wish to transfer credit from this University to another, the student is advised to first contact the academic institution to which transfer of credit is sought. All colleges and universities have their own policy regarding acceptance of credit.

ACADEMIC PROGRESS (EXTENSION REQUEST) NON-VA STUDENTS

Students have 10 weeks to complete a course. The start and end dates are cited in the letter with the Instructional Study Guide and the Student Study Degree Plan (SSDP).

Prior to the course completion date, students may request, in writing a 30-day extension of time. There is a \$50 charge. A student may request in writing a second extension. The decision to grant the request is based on a case-by-case situation. The same \$50 charge applies.

RETAKE EXAMINATIONS

Students will be allowed to retake the Lesson Exam(s). The format for the retake exam is determined by the University. Retake fee (each) \$10.

Students will be allowed to retake the Final Exam once (per course). The format for the retake exam is determined by the University. Retake fee (each) \$50.

ACADEMIC INTEGRITY

Students have an obligation to themselves and to the University to exhibit honesty in completing the study courses. Students who are found to have violated that obligation by plagiarizing* or otherwise cheating may be suspended or terminated, after due process. The University expects its students to follow high academic standards and ethical behavior in their academic activities.

- Plagiarism is defined as appropriation of the words, ideas, or creation of another without crediting the source.

CODE OF CONDUCT

Students are expected to follow principles of mutual respect in their interactions with other students, faculty and staff of the University. Southwest University students agree to treat the opinions of others with respect.

COMPLAINT POLICY

Southwest University is committed to providing students quality education and the same service the University is known for and recognized.

Should a student have a complaint with the University the student has a right to seek a resolution.

A complaint is a dissatisfaction occurring when a decision, act or condition (based upon factual data) affects the student in a negative manner. Complaints can fall into areas such as, but not limited to, academic, financial, faculty, administrative and other areas of decisions and procedures.

The University will review any complaint from students in a fair and timely manner.

Southwest University desires to maintain a climate of acceptance where student, faculty, staff and administration can achieve an atmosphere of collaboration allowing complaints to be resolved informally achieving early resolution.

A student wishing to present a complaint should contact Student Services to discuss the complaint with a staff member. If the staff member is unable to assist with the complaint, the student will be instructed to file a written complaint with Student Services. The complaint should include a description of the specific complaint/allegations and the outcome the student is seeking. Student Services will submit the complaint to the President. The student will receive a formal reply from the President within fourteen days.

A student or any member of the public may file a complaint with the University's Accrediting Agency: The Distance Education Accrediting Commission (DEAC). DEAC has an "Online Complaint System" which enables individuals to file a complaint directly from the DEAC website. The complaint form may be found at www.deac.org (select "Contact Us" and select the link in the left hand column). All complaints should be submitted using this form. For those who cannot access the Internet, written complaints will be accepted. Send to: DEAC, 1601 18th St., NW, Suite 2, Washington, DC 20009-2529. A complaint may also be filed with The Board of Regents, State of Louisiana, P.O. Box 3677, Baton Rouge, LA 70821-3677

GRIEVANCES

A grievance on the part of a student, staff or faculty may arise out of a decision or action by faculty or staff members in his/her capacity. It is firmly believed that any problem can be resolved through communication and cooperation between student, faculty, administration and staff members.

All student grievances must be submitted in writing to the Administrator's office. The Administrator will contact the involved personnel on the student's behalf. If further action is deemed necessary, the student's grievance will be referred to the President's office.

ACADEMIC PROBATION / DISMISSAL

If an undergraduate student's cumulative grade point average is below 2.0 or a graduate student's cumulative grade point is below 3.0, after having completed six or more semester hours, he/she will be placed on probation.

Probation remains in effect as long as the grade point average (GPA) remains below the required 2.0/3.0.

Students on probation will be allowed to complete their next two courses, 6 semester hours, within 26 weeks. Should the accumulative grade point average then be 2.0 or better for undergraduates and 3.0 or better for graduate students, the probation shall be removed.

Should the grade point average remain below the 2.0/3.0 requirement, the student will not be allowed to undertake further courses.

Contingent upon approval a student may undertake additional course work in order to raise his/her grade point average. Should the student's GPA remain below the 2.0/3.0 requirement, the student will be subject to academic dismissal.

Dismissal decisions may be appealed.

APPEALS

Any decision to dismiss a student may be appealed to the President of the University. A student who is dismissed may appeal for reinstatement by submitting a written appeal. The written appeal must be filed within thirty (30) days from the date of written notification. The appeal must contain documentation that can be verified of circumstances that contributed to poor academic performance.

SUSPENSION/TERMINATION

The University reserves the right to suspend or terminate any student for the following:

- Failure to maintain tuition payments as per contract agreement.
- Failure to communicate with the University within a 90 day period.
- Sharing, selling, or buying information related to graded learning activities.
- A student will be terminated should any records or work submitted for credit prove to be falsified.

Transcripts, grade reports, and student study materials will be withheld until current obligations are satisfied.

STATUTE OF LIMITATIONS

Faculty may act on the discovery of alleged violations. There shall not be a statute of limitations either during the time the course is being allowed or after the course has ended; and after the student has graduated.

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DEGREE PROGRAMS

ASSOCIATE OF SCIENCE IN GENERAL STUDIES

The Associate of Science in General Studies is designed to provide students a comprehensive General Education foundation which will assist students to develop skills, confidence, knowledge, and abilities to enter or upgrade their status in the workforce. It prepares students for continuing studies toward a four-year degree. The Associate Degree will also provide students a competitive advantage within the corporate structure.

Having an accredited degree today has become a necessity for career success.

An Associate degree provides graduates with a core set of general studies and a range of knowledge needed in today's work arena.

The University's goal is to produce graduates who exemplify distinctive qualities including:

- Competence in communication and interpersonal relations.
- Awareness and understanding of ethical reasoning.
- Effective decision-making skills.
- Skills which are specific to the curriculum.
- A solid foundation on which to build a career path.

OBJECTIVES: GENERAL EDUCATION

Students should acquire basic knowledge of general education. Expected outcomes include the ability to:

- Read and comprehend at the college level.
- Communicate in writing and through speech.
- Access and apply mathematical concepts to problem solving.
- Develop an understanding of logic and graph theory.
- Demonstrate understanding of the application of equations.
- Apply formulas and analyze problems.
- Assess basic scientific principles and environmental issues.
- Assess the concepts in the science of behavior.
- Analyze information logically.
- Recognize the value of one's own and other cultures.
- Analyze fundamental concepts, theories, principles and practice of ethics in management.
- Survey global ethical practices in the business environment.
- Demonstrate competency in the use of computers.

Refer to page(s) 25, 27 for Criminal Justice Objectives.

Refer to page(s) 30, 32-33 for Business Administration Objectives.

DEGREE REQUIREMENTS

60 Semester Hours

Thirty semester hours must be General Education courses.

A maximum of 30 semester hours may be transferred.

The student must complete a minimum of 30 semester hours with Southwest University.

Refer to:

Transfer Credit	page 17
Prior Non-School Learning Credit	pages 17-18
Academic Information	pages 20-21

GENERAL EDUCATION

General Education courses provide a foundation upon which students build a common body of knowledge. General education courses include subjects other than those within the areas of professional specialization.

GENERAL EDUCATION REQUIRED COURSES

English 6 Semester Hours

ENG 100	English Composition I
ENG 101	English Composition II

Communication 3 Semester Hours

COM 105	Principles of Communication
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Basic Mathematics and Statistics

**Select any (2)* 6 Semester Hours

MATH 150	College Math I
MATH 151	College Math II
STAT 156	Business Statistics
CIS 122	Computer Concepts

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

Humanities

**Select any (2)* 6 Semester Hours

HIST 110	American History (1500-1877)
HIST 111	American History (1863-since 1988)
POLS 112	International Relations
POLS 125	World Politics

Social Behavior Science

**Select 1.* 3 Semester Hours

PSY 130	Introduction to Psychology
SOC 134	Introduction to Sociology

Natural Science 3 Semester Hours

NSC 136	Earth Science
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Philosophy

**Select 1.* 3 Semester Hours

PHIL 160	Ethics, Crime and Justice
PHIL 161	Ethics

Refer to pages 60-61 for General Education course descriptions.

COURSE ELECTIVES

To fulfill the degree requirement, students may complete any of the remaining General Education titles; and may select 100 and 200 level courses from the Criminal Justice and Business Administration Degree Programs. Courses at the 300 level are subject to faculty approval.

To select course titles, refer to:

Criminal Justice page 26

Business Administration page 31

The Associate of Science in Criminal Justice is designed to provide students with an understanding of the Criminal Justice System and its interrelationship with society.

Students will develop the skills, knowledge and abilities to enter or upgrade their present status in branches of law enforcement, federal, state, local and private agencies. The Associate Degree will provide students with a competitive advantage for acceptance to further training provided by Criminal Justice Agencies.

Completion of General Education and specific courses in Police Organization and Administration, Juvenile Justice, Criminal Investigation or Criminal Law offers students the foundation to enter the Criminal Justice field or further their studies toward a Bachelor's Degree in Criminal Justice.

OBJECTIVES: General Education Refer to page 24.

OBJECTIVES: CRIMINAL JUSTICE

Upon completion of this program, the student will be able to:

- Identify police issues, review constitutional law and demonstrate an understanding of the police organization and its function.
- Describe the system of justice used in the United States.
- Trace the evolution of law and justice and the historical related events.
- Identify and describe the basic investigative process and its challenges.
- Explore the practical strategies of community policing.
- Identify moral issues and concerns of the justice process.
- Identify the issues, trends and challenges facing juvenile justice.
- Explain the importance of ethical leadership.
- Provide an overview of the practices of modern corrections.
- Summarize the social and environmental factors that influence victimization.
- Outline the history and development of forensic science.

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- Demonstrate an understanding of the sociological approach to the study of crime and criminals.
- Summarize the history, policy and theory of drug use and the impact of drugs on society.
- Provide a survey of the major components of substantive criminal law.
- Describe areas of prejudice and discrimination and major racial and ethnic groups in the United States.
- Provide an analysis of the causes and consequences of domestic violence and the positive law enforcement response.
- Provide an overview of the interdisciplinary field of security.
- Explain how groups and teams affect individual behavior, power, politics and organizational communications.
- Demonstrate an understanding of electronic systems and telecommunications.
- Apply principles and objectives of speech preparation and presentation.
- Demonstrate an understanding of the principles of office management.
- Describe the role of human resource management.

DEGREE REQUIREMENTS

60 Semester Hours

Thirty semester hours must be General Education courses.
See General Education Requirement courses: pages 24-25.

A maximum of 30 semester hours may be transferred.

The student must complete a minimum of 30 semester hours with Southwest University.

Refer to: Academic Information, pages 20-21.

General Education Courses: Refer to pages 24-25.

General Education Course Descriptions: pages 60-61.

CORE COURSES

Students must have satisfied or they must complete the following core courses:

- CJ 110 Introduction to Criminal Justice
- CJ 176 Introduction to Police Operations
- CJ 180 Survey of Corrections
- CJ 185 Introduction to Juvenile Justice
- CJ 201 Introduction to Criminal Procedures
- CJ 250 Introduction to Criminal Law
- CJ 311 The Criminal Court System
- CJ 329 Constitutional Law

ELECTIVE COURSES

- CIS 205 Basic Communication Technologies
- CJ 209 Survey of the American Legal System
- CJ 212 Victimology
- BUS 214 Public Speaking
- HRM 215 Introduction to Human Resource Management
- CJ 220 Basic Criminal Investigation
- HR 225 Principles of Human Relations
- CJ 230 Introduction to Forensic Science
- CJ 234 Introduction to Criminology
- CJ 237 Leadership and Motivation
- SOC 241 Race and Ethnic Relations
- MGT 243 Administrative Office Management
- CJ 258 Domestic Violence
- CJ 259 Introduction to Drugs and Crime
- CJ 264 Security Management
- CJ 270 Community Policing Strategies
- CJ 280 Special Topics in Criminal Justice

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

The Bachelor of Science in Criminal Justice is designed to prepare the student for a variety of positions in law enforcement work and to enable experienced personnel to expand their knowledge and skills.

OBJECTIVES: GENERAL EDUCATION:

Students should acquire basic knowledge of general education. Expected outcomes include the ability to:

- Read and comprehend at the college level
- Communicate in writing and through speech
- Assess and apply mathematical concepts to problem solving
- Assess basic scientific principles and environmental issues
- Assess the concepts in the science of behavior
- Analyze information logically
- Recognize the value of one's own and other cultures
- Demonstrate competency in the use of computers

OBJECTIVES: CRIMINAL JUSTICE

Upon completion of this program, the student will be able to:

- Identify police issues, review constitutional law and demonstrate an understanding of the police organization and its function.
- Describe the system of justice used in the United States.
- Trace the evolution of law and justice and the historical events related to them.
- Identify and describe the basic investigative process and its challenges.
- Explore the practical strategies of community policing.
- Identify moral issues and concerns of the justice process.
- Identify the issues, trends and challenges facing juvenile justice.
- Explain the importance of ethical leadership.
- Provide an overview of the practices of modern corrections.
- Summarize the social and environmental factors that influence victimization.
- Outline the history and development of forensic science.
- Demonstrate an understanding of the sociological approach to the study of crime and criminals.
- Summarize the history, policy and theory of drug use and the impact of drugs on society.
- Provide a survey of the major components of substantive criminal law.
- Describe areas of prejudice and discrimination and major racial and ethnic groups in the United States.
- Provide an analysis of the causes and consequences of domestic violence and the positive law enforcement response.
- Provide an overview of the interdisciplinary field of security.
- Explain how groups and teams affect individual behavior, power, politics and organizational communications.
- Demonstrate an understanding of electronic systems and telecommunications.
- Apply principles and objectives of speech preparation and presentation.
- Demonstrate an understanding of the principles of office management.
- Describe the role of human resource management.
- Review contemporary police systems in the U.S., identify police issues, review Constitutional law and demonstrate understanding of the traditional organization and its functions.
- Describe juvenile delinquency from a sociological perspective, explain the influence on delinquent behavior, compare the relationship between delinquency and problems in the family, and explain legislation and court rulings on the rights of youthful offenders and adolescents.
- Demonstrate understanding of the fundamental concepts of the administration of justice and describe the courts, the work group, criminal trial and sentencing.
- Describe the history, traditions and philosophies fundamental to the system of justice in the criminal court arena and explain the court's importance and its impact on society.
- Inspect crime causation, its classical, biological and sociological theories and evaluate responses to criminal behavior.
- Describe the nature and function of corrections, its services, practices, and institutions and analyze the future of the correctional system.

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- Summarize the theories, practices and processes of crime control and the concepts of community policing and problem oriented policing.
- Describe basic considerations that are crucial to understanding police administration and explain the strategic management perspective of police administration.
- Identify and describe basic investigative responsibilities and illustrate how these responsibilities are handled in specific investigations.
- Examine the structure and procedures of the criminal court system, analyze the basic concepts fundamental to criminal procedure and demonstrate the proper procedures for obtaining statements and confessions from criminal suspects.
- Summarize the history and development of the law of criminal evidence, examine evidentiary implications of the exclusionary rule and illustrate how to gather and present criminal evidence.
- Examine the historical development of criminal law and its functions, identify the challenges that face the law as it continues to adjust to changing society needs.
- Describe the primary functions and responsibilities of the police supervisor.
- Identify and describe various critical issues that administrators, managers and police personnel encounter in the criminal justice system and explore the roles and values to the policing process.
- Summarize critical areas of America's drug problem, describe gangs and drugs and ascertain what can be done to deal with the drug problem.

DEGREE REQUIREMENTS

- 120 Semester Hours
- A maximum of 90 semester hours may be accepted toward fulfilling the degree requirement.
- The student must complete a minimum of 30 semester hours with Southwest University.
- Requirements include:

General Education Courses: 30 semester hours

Core Discipline Courses: 24 semester hours

Elective Courses: 66 semester hours

Refer to: Academic Information, pages 20-21.

GENERAL EDUCATION

General Education courses provide a foundation upon which students build a common body of knowledge. General education courses include subjects other than those within the areas of professional specialization.

Students must have satisfied or must complete:

GENERAL EDUCATION REQUIREMENTS

English 6 Semester Hours

ENG 100 English Composition I

ENG 101 English Composition II

Communication 3 Semester Hours

COM 105 Principles of Communication

Basic Mathematics and Statistics

**Select any (2)* 6 Semester Hours

MATH 150 College Math I

MATH 151 College Math II

STAT 156 Business Statistics

CIS 122 Computer Concepts

Humanities

**Select any (2)* 6 Semester Hours

HIST 110 American History (1500-1877)

HIST 111 American History (1863-since 1988)

POLS 112 International Relations

POLS 125 World Politics

Social Behavior Science

**Select 1.* 3 Semester Hours

PSY 130 Introduction to Psychology

SOC 134 Introduction to Sociology

Natural Science 3 Semester Hours

NSC 136 Earth Science

Philosophy

**Select 1.* 3 Semester Hours

PHIL 160 Ethics, Crime and Justice

PHIL 161 Ethics

Refer to pages 60-61 for General Education course descriptions.

CORE COURSES

Students must have satisfied or must complete the following core courses:

CJ 110 Introduction to Criminal Justice

CJ 176 Introduction to Police Operations

CJ 180 Survey of Corrections

CJ 185 Introduction to Juvenile Justice

CJ 201 Introduction to Criminal Procedures

CJ 250 Introduction to Criminal Law

CJ 311 The Criminal Court System

CJ 329 Constitutional Law

ELECTIVE COURSES

CIS	205	Basic Communication Technologies
CJ	209	Survey of the American Legal System
CJ	212	Victimology
BUS	214	Public Speaking
HRM	215	Introduction to Human Resource Management
CJ	220	Basic Criminal Investigation
HR	225	Principles of Human Relations
CJ	230	Introduction to Forensic Science
CJ	234	Introduction to Criminology
CJ	237	Leadership and Motivation
SOC	241	Race and Ethnic Relations
MGT	243	Administrative Office Management
CJ	258	Domestic Violence
CJ	259	Introduction to Drugs and Crime
CJ	264	Security Management
CJ	270	Community Policing Strategies
CJ	280	Special Topics in Criminal Justice
CJ	302	Introduction: Law Enforcement and Criminal Justice
CJ	304	Juvenile Delinquency
CJ	310	Administration of Justice
CJ	335	Criminology
CJ	340	Introduction to Corrections
CJ	355	Community Policing and Problem Solving
CJ	360	Introduction to Police Administration
CJ	370	Criminal Investigation
CJ	380	Special Topics in Criminal Justice
CJ	425	Corrections in America
CJ	435	Policing in America
CJ	440	Criminal Procedure
CJ	445	Criminal Evidence
CJ	450	Criminal Law
CJ	459	Drugs Crime Society
CJ	460	Critical Issues in Criminal Justice
CJ	469	Supervision of Police Personnel
CJ	472	Proactive Management
CJ	475	The Police Manager
CJ	480	Special Topics in Criminal Justice

Refer to pages 61-64 for Criminal Justice course descriptions.

MASTER OF SCIENCE IN CRIMINAL JUSTICE

The Master of Science in Criminal Justice program prepares graduates for positions of responsibility in the Criminal Justice System and related areas. The curriculum provides a melding of professionally structured knowledge and the ethical imperatives of Criminal Justice in a constitutional democracy.

OBJECTIVES

Upon completion of this program, students will be able to:

- Solve problems and analyze issues such as policing strategies and organizational stress using current police management techniques and advanced leadership skills.
- Evaluate ways to handle criminal justice administrative challenges.
- Synthesize topics on criminal justice organizational structure including the principles supporting criminal justice administration. Integrate theory to facilitate optimum management of Criminal Justice Organizations.
- Evaluate practices and programs conducted in the juvenile justice system.
- Compare and contrast other systems of justice and explain their importance in rationalizing crime as a global issue.
- Analyze past techniques, procedures, and the application of advanced principles of criminal investigation to detective work.
- Analyze and elaborate on methods of intelligence and principles of communication and apply these to hostage negotiations.
- Evaluate the importance of criminological theories and integrate these theories to criminal justice studies. Apply theory to the administration of Criminal Justice Organizations.
- Evaluate research designs and methods and explain how to utilize and interpret research methods in criminal justice studies.
- Evaluate deviant behavior and develop Criminal Justice Programs that respond to it efficiently and professionally.
- Analyze correctional management theory and describe the distribution of power relationships in the correctional organization.

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MASTER OF SCIENCE IN CRIMINAL JUSTICE

DEGREE REQUIREMENTS

A Baccalaureate Degree in Criminal Justice or a closely related field, or in the social sciences.

The requirement for the Master of Science in Criminal Justice degree is 36 semester hours.

The student must complete a minimum of 27 semester hours with Southwest University.

COURSES

- CJ 600 Police Administration and Management
- CJ 604 Justice Administration
- CJ 605 Organizational Theory and Management
- CJ 612 Juvenile Justice
- CJ 622 Comparative Criminal Justice Systems
- CJ 630 Criminal Investigation: Restructuring the Past
- CJ 640 Administration of Corrections
- CJ 650 Deviant Behavior
- CJ 655 Perspectives in Criminology
- CJ 660 Criminal Behavior
- CJ 665 Research Methods
- CJ 674 Negotiations: Crisis and Hostage
- CJ 680 Special Topics in Criminal Justice

Refer to pages 64-65 for course descriptions.

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION

The Associate of Science in Business Administration Degree program is designed to provide students with the opportunity to develop their basic knowledge, understanding, and skills for careers in the broad fields of business. Students planning careers in business should work toward the Bachelor of Science Degree in Business Administration. The objective of the Associate Degree is to provide a solid foundation in business practices and policies. This foundation will enable students to secure and advance rapidly in positions of responsibility and leadership in business industry, and government.

Upon successful completion of this degree, you are eligible to enroll into Southwest University's Bachelor Degree Program(s).

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

BSBA HUMAN RESOURCE MANAGEMENT

BSBA INTERNATIONAL BUSINESS

BSBA LEADERSHIP AND MANAGEMENT

BSBA MANAGEMENT

BSBA MARKETING

BSBA ORGANIZATIONAL MANAGEMENT

OBJECTIVES: **General Education Refer to page 24.**

OBJECTIVES: BUSINESS ADMINISTRATION

Upon completion of this program, the student will be able to:

- Demonstrate an understanding of effective problem-solving and decision-making skills.
- Demonstrate competence in communication and interpersonal relations.
- Explain the practical strategies of business management.
- Identify trends, issues and challenges facing human resource personnel.
- Explain principles of business.
- Identify the functions of personal finance.
- Explain the managerial processes of organizing and planning.

- Apply principles of speech preparation and presentation.
- Develop skills in advertising, design, pricing decisions, and building distribution networks.
- Apply principles of marketing.
- Demonstrate an understanding of global business.
- Assess leadership and measure its effects.
- Demonstrate an understanding of business organizations and regulations.
- Summarize the future of E-Commerce.
- Summarize concepts of strategic management.

A.S. in BUSINESS DEGREE REQUIREMENTS

60 Semester Hours

Thirty semester hours must be General Education courses. See General Education Requirement courses: pages 24-25.

A maximum of 30 semester hours may be transferred.

The student must complete a minimum of 30 semester hours with Southwest University.

Refer to Academic Information: pages 20-21.

Courses at the 300 level are subject to faculty approval.

CORE COURSES

Students must have satisfied or they must complete the following core courses:

ACC	203	Accounting I
ACC	204	Accounting II
BUS	210	Introduction to Business
HRM	215	Introduction to Human Resource Management
FIN	218	Personal Finance
ECO	230	Economic Principles
BUS	239	Practical Business Law
MGT	240	Principles of Management
MKT	248	Principles of Marketing
ORG	260	Introduction to Organizational Management

ELECTIVE COURSES

CIS	205	Basic Communication Technologies
BUS	214	Public Speaking
HR	225	Principles of Human Relations
BUS	237	Leadership
SOC	241	Race and Ethnic Relations
MGT	243	Administrative Office Management
BUS	280	Special Topics in Business Administration
BUS	310	Building Customer Service
BUS	320	Information and Records Management
MGT	330	Strategic Retail Management
MKT	335	Principles of Selling
MGT	340	Management
BUS	345	Business Ethics
HR	348	Human Relations at Work
BUS	350	Public Relations
FIN	355	Business Finance
MKT	358	Promotional Marketing
INT	360	International Business
MGT	365	Risk Management
HRM	370	HR: Issues, Decision Making and Challenges
BUS	380	Special Topics in Business Administration

COURSE DESCRIPTIONS

Refer to the following:

General Education Courses	pages 60-61
Core Business Courses	page 66
Elective Courses	pages 66-68

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BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

This Bachelor program is for students who want to learn various aspects of running a business. This degree will help students develop skills that can impact a company's success.

The student's degree will provide a competitive advantage within the corporate structure. Government, military, and state agencies also recognize the need for educated personnel.

The Associate of Science in Business Administration degree can be awarded upon completion of 60 semester hours, which includes general education courses (refer to page 33) and core required courses (refer to page 33).

Double Majors: Students can consider the incorporation of a double major into their degree plan.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

BSBA HUMAN RESOURCE MANAGEMENT

BSBA INTERNATIONAL BUSINESS

BSBA LEADERSHIP AND MANAGEMENT

BSBA MANAGEMENT

BSBA MARKETING

BSBA ORGANIZATIONAL MANAGEMENT

OBJECTIVES: GENERAL EDUCATION

Students should acquire a basic knowledge of general education. Expected outcomes include the ability to:

- Read and comprehend at the college level.
- Communicate in writing and through speech.
- Assess and apply mathematical concepts to problem solving.
- Develop an understanding of logic and graph theory.
- Demonstrate understanding of the application of equations.
- Apply formulas and analyze problems.
- Assess basic scientific principles and environmental issues.
- Assess the concepts in the science of behavior.
- Analyze information logically.
- Recognize the value of one's own and other cultures.

- Analyze fundamental concepts, theories, principles and practice of ethics in management.
- Survey global ethical practices in the business environment.
- Demonstrate competency in the use of computers.

OBJECTIVES: BUSINESS ADMINISTRATION

Upon completion of this program, the student will be able to:

- Demonstrate an understanding of effective problem-solving and decision-making skills.
- Demonstrate competence in communication and interpersonal relations.
- Explore and explain the practical strategies of business management.
- Identify issues, trends and challenges facing human resource personnel: recruitment and selection, training and development.
- Build a strong foundation on which to build a business career path.
- Identify the functions of finance including sources of finance.
- Explain how resources are allocated in production.
- Explain the managerial processes of planning, organizing and controlling.
- Apply principles and objectives of speech preparation and presentation.
- Identify the entrepreneurship options of owning and/or operating a business venture.
- Develop skills in advertising, design, pricing decisions, and building distribution networks.
- Gather information and make reports about customers, product sales performance and competitors.
- Focus on financial aid and investment analysis and planning.
- Demonstrate an understanding of global business.
- Assess leadership and measure its effects.
- Demonstrate an understanding of business organizations and regulations.
- Summarize the future of E-Commerce.
- Summarize concepts of strategic management.

B.S. in BUSINESS DEGREE REQUIREMENT

- 120 Semester Hours
 - A maximum of 90 semester hours may be accepted toward fulfilling the degree requirement.
 - The student must complete a minimum of 30 semester hours with Southwest University.
 - Requirements include:

General Education Courses:	30 semester hours
Core Discipline Courses:	30 semester hours
Elective Courses:	60 semester hours
- Refer to: Academic Information, pages 20-21.

GENERAL EDUCATION

General Education courses provide a foundation upon which students build a common body of knowledge. General education courses include subjects other than those within the areas of professional specialization.

GENERAL EDUCATION REQUIRED COURSES

English 6 Semester Hours

ENG 100	English Composition I
ENG 101	English Composition II

Communication 3 Semester Hours

COM 105	Principles of Communication
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Basic Mathematics and Statistics

**Select any (2)* 6 Semester Hours

MATH 150	College Math I
MATH 151	College Math II
STAT 156	Business Statistics
CIS 122	Computer Concepts

Humanities

**Select any (2)* 6 Semester Hours

HIST 110	American History (1500-1877)
HIST 111	American History (1863-since 1988)
POLS 112	International Relations
POLS 125	World Politics

Social Behavior Science

**Select 1.* 3 Semester Hours

PSY 130	Introduction to Psychology
SOC 134	Introduction to Sociology

Natural Science 3 Semester Hours

NSC 136	Earth Science
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Philosophy

**Select 1.* 3 Semester Hours

PHIL 160	Ethics, Crime and Justice
PHIL 161	Ethics

Refer to pages 60-61 for General Education course descriptions.

CORE COURSES

Students must have satisfied or they must complete the following core courses:

ACC 203	Accounting I
ACC 204	Accounting II
BUS 210	Introduction to Business
HRM 215	Introduction to Human Resource Management
FIN 218	Personal Finance
ECO 230	Economic Principles
BUS 239	Practical Business Law
MGT 240	Principles of Management
MKT 248	Principles of Marketing
ORG 260	Introduction to Organizational Management

ELECTIVE COURSES

CIS 205	Basic Communication Technologies
BUS 214	Public Speaking
HR 225	Principles of Human Relations
BUS 237	Leadership
SOC 241	Race and Ethnic Relations
MGT 243	Administrative Office Management
BUS 280	Special Topics in Business Administration

DEGREE REQUIREMENTS

BSBA HUMAN RESOURCE MANAGEMENT

120 Semester Hours

A maximum of 90 semester hours may be accepted toward fulfilling the degree requirement.

The student must complete a minimum of 30 semester hours with Southwest University.

Requirements include:

General Education Courses: 30 semester hours

Core Discipline Courses: 30 semester hours

Major Concentration: 18 semester hours

Elective Courses: 42 semester hours

Refer to: Academic Information, pages 20-21.

GENERAL EDUCATION REQUIRED COURSES

Refer to page 33.

HUMAN RESOURCE MANAGEMENT

CORE BUSINESS COURSES

ACC 203	Accounting I
ACC 204	Accounting II
BUS 210	Introduction to Business
HRM 215	Introduction to Human Resource Management
FIN 218	Personal Finance
ECO 230	Economic Principles
BUS 239	Practical Business Law
MGT 240	Principles of Management
MKT 248	Principles of Marketing
ORG 260	Introduction to Organizational Management

MAJOR CONCENTRATION

REQUIRED COURSES

HRM 370	HR: Issues, Decision Making and Challenges
HRM 440	Training, Strategies and Practices
INT 448	Global Human Resource Management
HRM 462	Labor Relations and Collective Bargaining
HRM 472	Strategic Compensation
HRM 475	Staffing Processes and Strategies

ELECTIVE COURSES

CIS 205	Basic Communication Technologies
BUS 214	Public Speaking
HR 225	Principles of Human Relations
BUS 237	Leadership
SOC 241	Race and Ethnic Relations
MGT 243	Administrative Office Management
BUS 280	Special Topics in Business Administration
BUS 310	Building Customer Service
BUS 320	Information and Records Management
MGT 330	Strategic Retail Management
MKT 335	Principles of Selling
MGT 340	Management
BUS 345	Business Ethics
HR 348	Human Relations at Work
BUS 350	Public Relations
FIN 355	Business Finance
MKT 358	Promotional Marketing
INT 360	International Business
MGT 365	Risk Management
BUS 380	Special Topics in Business Administration
FIN 425	Investment Management
INT 430	Global Marketing
ORG 435	Organizational Behavior Structure and Processes
BUS 445	Leadership in Organizations
MGT 450	Supervisory Management
MGT 452	Sales Management
INT 454	International Organizational Behavior
BUS 456	E-Commerce
BUS 460	Entrepreneurial Management
INT 465	International Management
MKT 470	Consumer Purchasing and Behavior
BUS 478	Strategic Management and Policy
BUS 480	Special Topics in Business Administration

COURSE DESCRIPTIONS

Refer to the following:

General Education Courses pages 60-61

Core Business Courses page 66

Elective Courses pages 66-69

Required Human Resource Management Courses pages 68-69

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BUS 310	Building Customer Service
BUS 320	Information and Records Management
MGT 330	Strategic Retail Management
MKT 335	Principles of Selling
MGT 340	Management
BUS 345	Business Ethics
HR 348	Human Relations at Work
BUS 350	Public Relations
FIN 355	Business Finance
MKT 358	Promotional Marketing
INT 360	International Business
MGT 365	Risk Management
HRM 370	HR: Issues, Decision Making and Challenges
BUS 380	Special Topics in Business Administration
FIN 425	Investment Management
INT 430	Global Marketing
ORG 435	Organizational Behavior Structure and Processes
HRM 440	Training Strategies and Practices
BUS 445	Leadership in Organizations
INT 448	Global Human Resource Management
MGT 450	Supervisory Management
MGT 452	Sales Management
INT 454	International Organizational Behavior
BUS 456	E-Commerce
BUS 460	Entrepreneurial Management
HRM 462	Labor Relations and Collective Bargaining
INT 465	International Management
MKT 470	Consumer Purchasing and Behavior
HRM 472	Strategic Compensation
HRM 475	Staffing Processes and Strategies
BUS 478	Strategic Management and Policy
BUS 480	Special Topics in Business Administration

COURSE DESCRIPTIONS

Refer to the following:

General Education Courses	pages 60-61
Core Business Courses	page 66
Elective Courses	pages 66-69

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION HUMAN RESOURCE MANAGEMENT

The primary objectives of the Human Resource Management specialization are to provide knowledge and experience of practical on-the-job application and to prepare students for positions in Human Resource Management, both in private and public sectors.

OBJECTIVES

General Education: Refer to page 32.

**BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION:** Refer to pages 32-33.

BSBA HUMAN RESOURCE MANAGEMENT

Upon successful completion of this major specialization, the student will be able to:

- Provide an analysis of the changing nature of human resource management and the importance of ethical decision making.
- Identify compensation strategies and practices.
- Define employee benefits.
- Describe organized labor and outline its challenges.
- Summarize staffing and training issues.
- Demonstrate an understanding of administrative labor relation issues.
- Outline issues in training and development.
- Analyze individual and group behavior.
- Identify global human resource issues.

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BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION INTERNATIONAL BUSINESS

The primary objectives of the International Business specialization are to provide a fundamental understanding of the global business environment, to develop decision-making capabilities in the international setting and foster cross-cultural understanding.

OBJECTIVES

General Education: Refer to page 32.

**BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION:** Refer to pages 32-33

BSBA INTERNATIONAL BUSINESS:

Upon successful completion of this major specialization, the student will be able to:

- Demonstrate an understanding of global business.
- Explain the different types of planning and strategies international companies employ.
- Analyze global operations.
- Design global marketing programs.
- Define diversity and explain how organizations manage diversity.
- Discuss organizational commitment and implications for managers.
- Discuss global human resource issues.
- Develop an understanding of the environmental foundation of international management.
- Describe the traits, motives and characteristics of leaders.
- Explain power and politics in leadership.

DEGREE REQUIREMENTS BSBA INTERNATIONAL BUSINESS

- 120 Semester Hours
- A maximum of 90 semester hours may be accepted toward fulfilling the degree requirement.
- The student must complete a minimum of 30 semester hours with Southwest University.
- Requirements include:
 - General Education Courses: 30 semester hours
 - Core Discipline Courses: 30 semester hours
 - Major Concentration: 18 semester hours
 - Elective Courses: 42 semester hoursRefer to: Academic Information, pages 20-21.

GENERAL EDUCATION REQUIRED COURSES

Refer to page 33.

INTERNATIONAL BUSINESS CORE BUSINESS COURSES

ACC	203	Accounting I
ACC	204	Accounting II
BUS	210	Introduction to Business
HRM	215	Introduction to Human Resource Management
FIN	218	Personal Finance
ECO	230	Economic Principles
BUS	239	Practical Business Law
MGT	240	Principles of Management
MKT	248	Principles of Marketing
ORG	260	Introduction to Organizational Management

MAJOR CONCENTRATION REQUIRED COURSES

INT	360	International Business
INT	430	Global Marketing
BUS	445	Leadership in Organizations
INT	448	Global Human Resource Management
INT	454	International Organizational Behavior
INT	465	International Management

ELECTIVE COURSES

CIS 205	Basic Communication Technologies
BUS 214	Public Speaking
HR 225	Principles of Human Relations
BUS 237	Leadership
SOC 241	Race and Ethnic Relations
MGT 243	Administrative Office Management
BUS 280	Special Topics in Business Administration
BUS 310	Building Customer Service
BUS 320	Information and Records Management
MGT 330	Strategic Retail Management
MKT 335	Principles of Selling
MGT 340	Management
BUS 345	Business Ethics
HR 348	Human Relations at Work
BUS 350	Public Relations
FIN 355	Business Finance
MKT 358	Promotional Marketing
MGT 365	Risk Management
HRM 370	HR: Issues, Decision Making and Challenges
BUS 380	Special Topics in Business Administration
FIN 425	Investment Management
ORG 435	Organizational Behavior Structure and Processes
HRM 440	Training Strategies and Practices
MGT 450	Supervisory Management
MGT 452	Sales Management
BUS 456	E-Commerce
BUS 460	Entrepreneurial Management
HRM 462	Labor Relations and Collective Bargaining
MKT 470	Consumer Purchasing and Behavior
HRM 472	Strategic Compensation
HRM 475	Staffing Processes and Strategies
BUS 478	Strategic Management and Policy
BUS 480	Special Topics in Business Administration

COURSE DESCRIPTIONS

Refer to the following:

General Education Courses	pages 60-61
Core Business Courses	page 66
Elective Courses	pages 66-69
Required International Business Courses	pages 68-69

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION LEADERSHIP AND MANAGEMENT

The primary objectives of the Leadership and Management specialization are to assist students to develop philosophies and skills for leading people and projects across various aspects of an organization. Also they provide tools to establish long-term goals for an organization to effectively manage routines in a work environment, regardless of the particular area of business.

OBJECTIVES

General Education: Refer to page 32.

**BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION:** Refer to pages 32-33.

BSBA LEADERSHIP AND MANAGEMENT:

Upon successful completion of this major specialization, the student will be able to:

- Demonstrate an understanding of the nature and importance of leadership.
- Describe leadership attitudes and styles.
- Explain leadership skills that are necessary for successful supervision.
- Discuss the techniques of behavioral management.
- Demonstrate an understanding of the key conceptual framework areas in the field: communication, management, ethics, law and research.
- Identify individual behavior within organizations.
- Demonstrate an understanding of the structure and design of organizations.
- Discuss management challenges.
- Explain the principles of planning.
- Develop an understanding of strategic management concepts and theories.
- Analyze and evaluate the performance of the people responsible for strategic decisions.

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DEGREE REQUIREMENTS

BSBA LEADERSHIP AND MANAGEMENT

- 120 Semester Hours
- A maximum of 90 semester hours may be accepted toward fulfilling the degree requirement.
- The student must complete a minimum of 30 semester hours with Southwest University.
- Requirements include:

General Education Courses:	30 semester hours
Core Discipline Courses:	30 semester hours
Major Concentration:	18 semester hours
Elective Courses:	42 semester hours

Refer to: Academic Information, pages 20-21.

GENERAL EDUCATION REQUIRED COURSES

Refer to page 33.

LEADERSHIP AND MANAGEMENT

CORE BUSINESS COURSES

ACC	203	Accounting I
ACC	204	Accounting II
BUS	210	Introduction to Business
HRM	215	Introduction to Human Resource Management
FIN	218	Personal Finance
ECO	230	Economic Principles
BUS	239	Practical Business Law
MGT	240	Principles of Management
MKT	248	Principles of Marketing
ORG	260	Introduction to Organizational Management

MAJOR CONCENTRATION

REQUIRED COURSES

MGT	340	Management
HR	348	Human Relations at Work
ORG	435	Organizational Behavior Structure and Processes
BUS	445	Leadership in Organizations
MGT	450	Supervisory Management
BUS	478	Strategic Management and Policy

ELECTIVE COURSES

CIS	205	Basic Communication Technologies
BUS	214	Public Speaking
HR	225	Principles of Human Relations
BUS	237	Leadership
SOC	241	Race and Ethnic Relations
MGT	243	Administrative Office Management
BUS	280	Special Topics in Business Administration
BUS	310	Building Customer Service
BUS	320	Information and Records Management
MGT	330	Strategic Retail Management
MKT	335	Principles of Selling
BUS	345	Business Ethics
BUS	350	Public Relations
FIN	355	Business Finance
MKT	358	Promotional Marketing
INT	360	International Business
MGT	365	Risk Management
HRM	370	HR: Issues, Decision Making and Challenges
BUS	380	Special Topics in Business Administration
FIN	425	Investment Management
INT	430	Global Marketing
HRM	440	Training Strategies and Practices
INT	448	Global Human Resource Management
MGT	452	Sales Management
INT	454	International Organizational Behavior
BUS	456	E-Commerce
BUS	460	Entrepreneurial Management
HRM	462	Labor Relations and Collective Bargaining
INT	465	International Management
MKT	470	Consumer Purchasing and Behavior
HRM	472	Strategic Compensation
HRM	475	Staffing Processes and Strategies
BUS	480	Special Topics in Business Administration

COURSE DESCRIPTIONS

Refer to the following:

General Education Courses,	pages 60-61
Core Business Courses	page 66
Elective Courses	pages 66-69
Required Leadership and Management Courses	pages 67-69

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MANAGEMENT

The primary objectives of the Management specialization are to provide students with opportunities to develop the technical, interpersonal, conceptual, diagnostic, communication and decision-making skills to effectively carry out the Management function.

OBJECTIVES

General Education: Refer to page 32.

**BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION:** Refer to pages 32-33.

BSBA MANAGEMENT:

Upon successful completion of this major specialization, the student will be able to:

- Explain the importance of management to society and individuals.
- Explain the principles of planning.
- Analyze the techniques of behavioral management.
- Examine the leadership skills that are necessary for successful supervision.
- Summarize the important role that all supervisors play in the staffing process.
- Address important operating issues relevant to the running of day-to-day activities of a venture.
- Provide an analysis of important topics of planning for business growth and development.
- Describe the role of culture.
- Develop an understanding of strategic management concepts and theories.
- Analyze and evaluate the performance of the people responsible for strategic decisions.
- Develop an understanding of the environmental foundation of international management.

DEGREE REQUIREMENTS BSBA MANAGEMENT

120 Semester Hours

A maximum of 90 semester hours may be accepted toward fulfilling the degree requirement.

The student must complete a minimum of 30 semester hours with Southwest University.

Requirements include:

General Education Courses:	30 semester hours
Core Discipline Courses:	30 semester hours
Major Concentration:	18 semester hours
Elective Courses:	42 semester hours

Refer to: Academic Information, pages 20-21.

GENERAL EDUCATION REQUIRED COURSES

Refer to page 33.

MANAGEMENT

CORE BUSINESS COURSES

ACC 203	Accounting I
ACC 204	Accounting II
BUS 210	Introduction to Business
HRM 215	Introduction to Human Resource Management
FIN 218	Personal Finance
ECO 230	Economic Principles
BUS 239	Practical Business Law
MGT 240	Principles of Management
MKT 248	Principles of Marketing
ORG 260	Introduction to Organizational Management

MAJOR CONCENTRATION

REQUIRED COURSES

MGT 340	Management
HR 348	Human Relations at Work
MGT 450	Supervisory Management
BUS 460	Entrepreneurial Management
INT 465	International Management
BUS 478	Strategic Management and Policy

SOUTHWEST UNIVERSITY

ELECTIVE COURSES

CIS	205	Basic Communication Technologies
BUS	214	Public Speaking
HR	225	Principles of Human Relations
BUS	237	Leadership
SOC	241	Race and Ethnic Relations
MGT	243	Administrative Office Management
BUS	280	Special Topics in Business Administration
BUS	310	Building Customer Service
BUS	320	Information and Records Management
MGT	330	Strategic Retail Management
MKT	335	Principles of Selling
BUS	345	Business Ethics
BUS	350	Public Relations
FIN	355	Business Finance
MKT	358	Promotional Marketing
INT	360	International Business
MGT	365	Risk Management
HRM	370	HR: Issues, Decision Making and Challenges
BUS	380	Special Topics in Business Administration
FIN	425	Investment Management
INT	430	Global Marketing
ORG	435	Organizational Behavior Structure and Processes
HRM	440	Training Strategies and Practices
BUS	445	Leadership in Organizations
INT	448	Global Human Resource Management
MGT	452	Sales Management
INT	454	International Organizational Behavior
BUS	456	E-Commerce
HRM	462	Labor Relations and Collective Bargaining
MKT	470	Consumer Purchasing and Behavior
HRM	472	Strategic Compensation
HRM	475	Staffing Processes and Strategies
BUS	480	Special Topics in Business Administration

COURSE DESCRIPTIONS

Refer to the following:

General Education Courses	pages 60-61
Core Business Courses	page 66
Elective Courses	pages 66-69
Required Management Courses	pages 67-69

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MARKETING

The primary objectives of the Marketing specialization are to develop skills and strategies used to influence the wants and needs of buyers, consumers and competitors. Also, they help students understand the social and economic roles of marketing.

OBJECTIVES

General Education: Refer to page 32.

**BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION:** Refer to pages 32-33.

BSBA MARKETING:

Upon successful completion of this major specialization, the student will be able to:

- Develop and implement a product strategy.
- Explain buyer behavior.
- Explain how advertising works and its planning and strategy.
- Describe the various advertising medias.
- Develop global marketing strategies.
- Analyze organizing, staffing and training a sales force.
- Evaluate sales performance.
- Assess and describe Internet retailing.
- Identify consumers and subcultures.
- Explain how social class and sub-cultures affect purchase decisions.
- Develop strategies to enhance customer relationship skills.

DEGREE REQUIREMENTS

BSBA MARKETING

120 Semester Hours

A maximum of 90 semester hours may be accepted toward fulfilling the degree requirement.

The student must complete a minimum of 30 semester hours with Southwest University.

Requirements include:

General Education Courses: 30 semester hours

Core Discipline Courses: 30 semester hours

Major Concentration: 18 semester hours

Elective Courses: 42 semester hours

Refer to: Academic Information, pages 20-21.

GENERAL EDUCATION REQUIRED COURSES

Refer to page 33.

MARKETING

CORE BUSINESS COURSES

ACC 203 Accounting I

ACC 204 Accounting II

BUS 210 Introduction to Business

HRM 215 Introduction to Human Resource Management

FIN 218 Personal Finance

ECO 230 Economic Principles

BUS 239 Practical Business Law

MGT 240 Principles of Management

MKT 248 Principles of Marketing

ORG 260 Introduction to Organizational Management

MAJOR CONCENTRATION

REQUIRED COURSES

MKT 335 Principles of Selling

BUS 350 Public Relations

MKT 358 Promotional Marketing

INT 430 Global Marketing

MGT 452 Sales Management

MKT 470 Consumer Purchasing and Behavior

ELECTIVE COURSES

CIS 205 Basic Communication Technologies

BUS 214 Public Speaking

HR 225 Principles of Human Relations

BUS 237 Leadership

SOC 241 Race and Ethnic Relations

MGT 243 Administrative Office Management

BUS 280 Special Topics in Business Administration

BUS 310 Building Customer Service

BUS 320 Information and Records Management

MGT 330 Strategic Retail Management

MGT 340 Management

BUS 345 Business Ethics

HR 348 Human Relations at Work

BUS 350 Public Relations

FIN 355 Business Finance

INT 360 International Business

MGT 365 Risk Management

HRM 370 HR: Issues, Decision Making and Challenges

BUS 380 Special Topics in Business Administration

FIN 425 Investment Management

ORG 435 Organizational Behavior Structure and Processes

HRM 440 Training Strategies and Practices

BUS 445 Leadership in Organizations

INT 448 Global Human Resource Management

MGT 450 Supervisory Management

INT 454 International Organizational Behavior

BUS 460 Entrepreneurial Management

HRM 462 Labor Relations and Collective Bargaining

INT 465 International Management

HRM 472 Strategic Compensation

HRM 475 Staffing Processes and Strategies

BUS 478 Strategic Management and Policy

BUS 480 Special Topics in Business Administration

COURSE DESCRIPTIONS

Refer to the following:

General Education Courses pages 60-61

Core Business Courses page 66

Elective Courses pages 66-69

Required Marketing Courses pages 67-69

SOUTHWEST UNIVERSITY

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION ORGANIZATIONAL MANAGEMENT

The primary objectives of the Organizational Management specialization are to provide students with the opportunity to develop or enlarge on management skills. Also, they provide an understanding of the structure, culture, and behavior of organizations.

OBJECTIVES

General Education: Refer to page 32.

BACHELOR OF SCIENCE IN BUSINESS

ADMINISTRATION: Refer to pages 32-33.

BSBA ORGANIZATIONAL MANAGEMENT:

Upon successful completion of this major specialization, the student will be able to:

- Discuss the techniques of behavioral management.
- Provide an example of the four levels of training evaluation.
- Identify compensation strategies and practices.
- Discuss diversity, equal employment and affirmative action.
- Explain how groups influence interpersonal behavior within organizations.
- Identify characteristics common to all organizations—behavior, structure and processes.
- Describe leadership development, cultural diversity and fellowship.
- Describe traits, motives and characteristics of leaders.
- Explain why planning and organizing skills are important for the successful supervisor.
- Develop analytical and decision-making skills for dealing with complex conceptual problems in an ethical manner.
- Demonstrate an understanding of strategic management concepts and theories.
- Develop an understanding of the global economy.

DEGREE REQUIREMENTS BSBA ORGANIZATIONAL MANAGEMENT

120 Semester Hours

A maximum of 90 semester hours may be accepted toward fulfilling the degree requirement.

The student must complete a minimum of 30 semester hours with Southwest University.

Requirements include:

General Education Courses:	30 semester hours
Core Discipline Courses:	30 semester hours
Major Concentration:	18 semester hours
Elective Courses:	42 semester hours

Refer to: Academic Information, pages 20-21.

GENERAL EDUCATION REQUIRED COURSES

Refer to page 33.

ORGANIZATIONAL MANAGEMENT CORE BUSINESS COURSES

ACC 203	Accounting I
ACC 204	Accounting II
BUS 210	Introduction to Business
HRM 215	Introduction to Human Resource Management
FIN 218	Personal Finance
ECO 230	Economic Principles
BUS 239	Practical Business Law
MGT 240	Principles of Management
MKT 248	Principles of Marketing
ORG 260	Introduction to Organizational Management

MAJOR CONCENTRATION REQUIRED COURSES

HR 348	Human Relations at Work
HRM 370	HR: Issues, Decision Making and Challenges
ORG 435	Organizational Behavior, Structures and Processes
BUS 445	Leadership in Organizations
MGT 450	Supervisory Management
BUS 478	Strategic Management and Policy

ELECTIVE COURSES

CIS	205	Basic Communication Technologies
BUS	214	Public Speaking
HR	225	Principles of Human Relations
BUS	237	Leadership
SOC	241	Race and Ethnic Relations
MGT	243	Administrative Office Management
BUS	280	Special Topics in Business Administration
BUS	310	Building Customer Service
BUS	320	Information and Records Management
MGT	330	Strategic Retail Management
MKT	335	Principles of Selling
MGT	340	Management
BUS	345	Business Ethics
BUS	350	Public Relations
FIN	355	Business Finance
MKT	358	Promotional Marketing
INT	360	International Business
MGT	365	Risk Management
BUS	380	Special Topics in Business Administration
FIN	425	Investment Management
INT	430	Global Marketing
HRM	440	Training Strategies and Practices
INT	448	Global Human Resource Management
MGT	452	Sales Management
INT	454	International Organizational Behavior
BUS	456	E-Commerce
BUS	460	Entrepreneurial Management
HRM	462	Labor Relations and Collective Bargaining
INT	465	International Management
MKT	470	Consumer Purchasing and Behavior
HRM	472	Strategic Compensation
HRM	475	Staffing Processes and Strategies
BUS	480	Special Topics in Business Administration

COURSE DESCRIPTIONS

Refer to the following:

General Education Courses	pages 60-61
Core Business Courses	page 66
Elective Courses	pages 66-69
Required Organizational Management Courses	pages 67-69

MASTER OF ARTS IN MANAGEMENT

The Master of Arts in Management degree is designed to provide students the opportunity to develop their managerial and leadership skills. It focuses on students who aspire to move into senior management positions.

This program is particularly valuable for professionals who are changing from a technical position and must learn how to manage. It is also an excellent program for managers who wish to strengthen and deepen their knowledge of the human side of management.

The Master of Arts in Management degree will provide students with a competitive advantage within the corporate structure. Also, government, military and state agencies recognize advantages that an employee with an advanced degree, possessing critical thinking skills, brings to an organization.

Studies concentrate on the functional components of management.

OBJECTIVES

Upon completion of this program, the student will be able to:

- Develop skills to solve problems using strategic assessment of relevant information.
- Survey and analyze ethical issues, evaluate, interpret, and incorporate ideas into real-world situations.
- Provide an analysis of management and leadership and evaluate their influence on personal and organizational effectiveness.
- Analyze, explain and apply systems of accounting to assist in both financial and managerial decision processes.
- Survey and provide an analysis of current and advanced information technologies and evaluate their effects on organizational design.
- Survey and provide an analysis of current research and trends which are affecting managers in the global environment.
- Investigate selected critical human resource issues, functions and approaches which practicing human resource professionals and managers employ.
- Survey, analyze and build critical thinking skills which will assist others in adapting to organizational change demands.
- Analyze and evaluate the core concepts and analytical tools of strategic management.
- Analyze principles and objectives of marketing strategies and apply this analysis to marketing problems and issues.
- Survey and evaluate the four important design aspects of customer relationship management.

SOUTHWEST UNIVERSITY

MASTER OF ARTS IN MANAGEMENT DEGREE REQUIREMENTS

A Baccalaureate Degree in Business, Management or related fields.

The requirement for the Master of Arts in Management Degree is 36 semester hours.

The student must complete a minimum of 27 semester hours with Southwest University.

COURSES

MAM	605	Developing Management Competencies
MAM	628	Accounting for Business Systems
MKT	630	Marketing Management
MBA	635	Business Ethics and Responsibilities
MGT	637	Organizational Behavior Management
ORG	645	Organizational Theory and Design
MAM	648	Global Management
MGT	651	Management and Leadership
MAM	665	Management for Quality and Excellence
MAM	668	Human Resource Management for Managers
MAM	674	Managing Change in Organizations
MAM	676	Designing and Executing Strategy
MAM	682	Special Topics in Management

COURSE DESCRIPTIONS

Refer to pages 70-71

MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration is a professional graduate degree designed to provide an intense educational for students and professionals in business who desire to assume positions of increasing responsibility in business.

It provides an opportunity for students to develop knowledge, abilities and attitudes that will constitute a foundation for their growth and understanding into effective administrators and creative leaders in business, industry and government.

Studies concentrate on the functional components of business operations.

Southwest University also offers two

Master of Business Administration Degrees with concentrations:

MBA Management

See page 45 for details.

MBA Organizational Management

See page 46 for details.

OBJECTIVES

Upon completion of this program, the student will be able to:

- Illustrate business uses of information systems, explain new technology and explore concepts.
- Solve problems and make strategic decisions through assessment of relevant information.
- Demonstrate how the economic concepts and tools of analysis can be applied to industry.
- Analyze and interpret ethical issues, evaluate ideals, and incorporate these ideals into real-world situations.
- Analyze, assess and explain the legal and political factors which influence business decisions.
- Survey and apply principles and objectives of marketing strategies to marketing problems and issues.
- Apply techniques to develop and provide an analysis of financial management.
- Analyze and evaluate the diverse issues and challenges of the human resource manager.
- Evaluate management and leadership in order to measure their influence on personal and organizational effectiveness.
- Examine, assess and utilize systems of managerial accounting and control systems.

MBA DEGREE REQUIREMENTS

A Baccalaureate Degree in Business, Management or related fields.

The requirement for the Master of Business Administration degree is 36 semester hours.

The student must complete a minimum of 27 semester hours with Southwest University.

COURSES

MGT	610	Information Management in Business
ACC	620	Managerial Accounting
MKT	630	Marketing Management
MBA	635	Business Ethics and Responsibilities
MGT	637	Organizational Behavior Management
ECO	642	Managerial Economics
MGT	651	Management and Leadership
FIN	655	Financial Management
HRM	657	Human Resources Strategic Issues
MBA	670	Legal Environment of Business
MGT	672	Strategic Management
DSC	680	Managerial Decision Processes
MBA	682	Special Topics in Business

COURSE DESCRIPTIONS

Refer to pages 71-72 for the course descriptions.

MASTER OF BUSINESS ADMINISTRATION MANAGEMENT

The objectives of the Master of Business Administration Management Degree are to provide students and professionals the opportunities to enlarge upon their managerial and leadership skills, to demonstrate effectiveness in work situations requiring managerial proficiency, and to gain a competitive edge in the workplace.

OBJECTIVES

Master of Business Administration Objectives:
Refer to pages: 44-45

Master of Arts in Management Objectives:
Refer to page: 43

DEGREE REQUIREMENTS

A Baccalaureate Degree in Business, Management or related fields.

The requirement for the Master of Business Administration Management Degree is 48 semester hours.

The student must complete a minimum of 39 semester hours with Southwest University.

CORE COURSES

MGT	610	Information Management in Business
ACC	620	Managerial Accounting
MKT	630	Marketing Management
MBA	635	Business Ethics and Responsibilities
MGT	637	Organizational Behavior Management
ECO	642	Managerial Economics
MGT	651	Management and Leadership
FIN	655	Financial Management
HRM	657	Human Resources Strategic Issues
MBA	670	Legal Environment of Business
MGT	672	Strategic Management
DSC	680	Managerial Decision Processes
MBA	682	Special Topics in Business

Refer to pages 70-72 for the course descriptions.

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MBA MANAGEMENT REQUIRED COURSES

Select any four:

MAM	605	Developing Management Competencies
MAM	648	Global Management
MAM	665	Management for Quality and Excellence
MAM	668	Human Resource Management for Managers
MAM	674	Managing Change in Organizations
MAM	676	Designing and Executing Strategy

Refer to pages 70-71 for the course descriptions.

MASTER OF BUSINESS ADMINISTRATION ORGANIZATIONAL MANAGEMENT

The primary objectives of the Master of Business Administration Organizational Management Degree are to provide students and professionals the opportunity to enlarge on their skills and knowledge in order to continue assuming positions of increasing responsibility and effective administration. Students will become competitively recognized, as they strengthen professional and people skills.

OBJECTIVES

Master of Business Administration Objectives:
Refer to pages: 44-45.

Master of Arts Organizational Management Objectives:
Refer to page: 47.

DEGREE REQUIREMENT

A Baccalaureate Degree in Business, Management or related fields.

The requirement for the Master of Business Administration Organizational Management Degree is 48 semester hours.

The student must complete a minimum of 39 semester hours with Southwest University.

CORE COURSES

MGT	610	Information Management in Business
ACC	620	Managerial Accounting
MKT	630	Marketing Management
MBA	635	Business Ethics and Responsibilities
MGT	637	Organizational Behavior Management
ECO	642	Managerial Economics
MGT	651	Management and Leadership
FIN	655	Financial Management
HRM	657	Human Resources Strategic Issues
MBA	670	Legal Environment of Business
MGT	672	Strategic Management
DSC	680	Managerial Decision Processes
MBA	682	Special Topics in Business

Refer to pages 71-72 for the course descriptions.

MBA ORGANIZATIONAL MANAGEMENT REQUIRED COURSES

Select any four:

HR	638	Issues in Human Relations
ORG	645	Organizational Theory and Design
MGT	659	Management The 21st Century
MGT	661	Supervision of a Diverse Workforce and Teams
HRM	663	Effective Human Resource Management
MAM	674	Managing Change in Organizations

Refer to pages 71-73 for the course descriptions.

MASTER OF ARTS IN ORGANIZATIONAL MANAGEMENT

The Master of Arts in Organizational Management degree is designed for those professionals interested in an advanced educational degree and who want to develop or intensify their management and leadership skills. Strategic techniques and the important role that human resources managers play are featured. The program provides an in-depth study of the elements, structure, culture and behavior in organizations.

The curriculum emphasizes how to efficaciously manage teams, systems and leadership for both the human and technical sides of organizations.

OBJECTIVES

Upon completion of this program, the student will be able to:

- Survey and provide an analysis of methods and styles of leadership to businesses, not-for-profit organizations, industry and government.
- Evaluate the functions and roles that human resource managers perform.
- Analyze markets and apply marketplace developments, strategies and techniques to marketing problems and issues.
- Analyze and interpret how changing technologies are advantageous to an organization's growth.
- Provide an analysis of theoretical advances in organizational theory, examine, evaluate and define restructuring, downsizing and network structure.
- Evaluate the importance of achieving competitive advantage, survey and develop skills to effectively manage human resources.
- Analyze, evaluate and formulate decisions through strategic management processes.
- Analyze and address human relations issues in the workplace and illustrate how satisfaction and motivation are related.
- Evaluate and debate the concept of empowerment in management, leadership and organizational behavior.
- Examine and evaluate supervision techniques and how to praise performance and correct deficiencies.
- Examine objectives of financial decision-making and review the tactics and strategies for achieving them.

DEGREE REQUIREMENTS

A Baccalaureate Degree in Business, Management or related fields.

The requirement for the Master of Arts in Organizational Management degree is 36 semester hours.

The student must complete a minimum of 27 semester hours with Southwest University.

COURSES

- MKT 630 Marketing Management
- ORG 637 Organizational Behavior Management
- HR 638 Issues in Human Relations
- ORG 645 Organizational Theory and Design
- MGT 651 Management and Leadership
- FIN 655 Financial Management
- HRM 657 Human Resources Strategic Issues
- MGT 659 Management the 21st Century
- MGT 661 Supervision of a Diverse Workforce and Teams
- HRM 663 Effective Human Resource Management
- MGT 672 Strategic Management
- DSC 680 Managerial Decision Processes
- OM 682 Special Topics in Organizational Management

Refer to pages 71-73 for the course descriptions.

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SECOND SOUTHWEST UNIVERSITY GRADUATE DEGREE(S)

This program is open only to Southwest University Graduates who have earned their First Graduate Degree from Southwest University. The goals of these programs are to produce graduates who exemplify distinctive qualities, including:

- Enlargement and understanding of ethical reasoning.
- Competence to analyze management challenges.
- Competence in communication in interpersonal relations.
- Effective decision-making skills.
- Competence to present and implement solutions to address business problems and meet goals.
- To provide a competitive boost in the workplace.

COMBINED OBJECTIVES: BUSINESS AND CRIMINAL JUSTICE DEGREE PROGRAMS

The objectives of these programs are to:

- Broaden and strengthen managerial skills.
- Exemplify analytical skills.
- Address business problems.
- Implement solutions.
- Meet goals.
- Develop knowledge and competencies to assume leadership roles within the fields of business and criminal justice.
- Measure and analyze other systems of justice.
- Analyze theories of juvenile justice.
- Analyze methods of intelligence and apply these principles to hostage negotiations.
- Incorporate contemporary issues with theories of deviant behavior.
- Measure the evolution of correctional management theory.
- Demonstrate understanding of the principles in which criminal justice administration is based.
- Analyze the need to understand social causes of crime in order to reduce crime.

The second graduate degree programs available to Southwest University graduates follow on pages 48-54.

First Graduate Degree Earned

MASTER OF ARTS IN MANAGEMENT

Second Degree:

MASTER OF BUSINESS ADMINISTRATION

Refer to pages 44-45 for Master of Business Administration Objectives.

Second Degree Requirements:

Southwest University Master of Arts in Management Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 18 semester hours;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

MGT 610 Information Management in Business

ECO 642 Managerial Economics

FIN 655 Financial Management

HRM 657 Human Resources Strategic Issues

MBA 670 Legal Environment of Business

DSC 680 Managerial Decision Processes

MBA 682 Special Topics in Business

Refer to pages 71-72 for the course descriptions.

First Graduate Degree Earned

MASTER OF ARTS IN MANAGEMENT

Second Degree

**MASTER OF ARTS IN
ORGANIZATIONAL MANAGEMENT**

Refer to page 47 for a list of the Master of Arts in Organizational Management Objectives.

Second Degree Requirements:

Southwest University Master of Arts in Management Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 18 semester hours;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

HR 638 Issues in Human Relations

FIN 655 Financial Management

MGT 659 Management in The 21st Century

MGT 661 Supervision of a Diverse Workforce and Teams

HRM 663 Effective Human Resource Management

DSC 680 Managerial Decision Processes

OM 682 Special Topics in Organizational Management

Refer to pages 72-73 for the course descriptions.

First Graduate Degree Earned

MASTER OF ARTS IN MANAGEMENT

Second Degree

MASTER OF SCIENCE IN CRIMINAL JUSTICE

Refer to page 29 for a list of the Master of Science in Criminal Justice Objectives.

Second Degree Requirements:

Southwest University Master of Arts in Management Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 21 semester hours*;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

CJ 612 Juvenile Justice

CJ 622 Comparative Criminal Justice Systems

CJ 630 Criminal Investigation Restructuring the Past

CJ 650 Deviant Behavior

CJ 660 Criminal Behavior

CJ 674 Negotiations: Crisis and Hostage

Select one of the following:

CJ 604 Justice Administration

CJ 640 Administration of Corrections

Refer to pages 64-65 for the course descriptions.

* Foundational courses may also be required.

SOUTHWEST UNIVERSITY

First Graduate Degree Earned

MASTER OF BUSINESS ADMINISTRATION

Second Degree

MASTER OF ARTS IN MANAGEMENT

Refer to page 43 for a list of the Master of Arts in Management Objectives.

Second Degree Requirements:

Southwest University Master of Business Administration Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 18 semester hours;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

MAM 605 Developing Management Competencies

MAM 648 Global Management

MAM 665 Management for Quality and Excellence

MAM 668 Human Resource Management for Managers

MAM 674 Managing Change in Organizations

MAM 676 Designing and Executing Strategy

MAM 682 Special Topics in Management

Refer to pages 70-71 for the course descriptions.

First Graduate Degree Earned

MASTER OF BUSINESS ADMINISTRATION

Second Degree

MASTER OF ARTS IN ORGANIZATIONAL MANAGEMENT

Refer to page 47 for Master of Arts in Organizational Management Objectives.

Second Degree Requirements:

Southwest University Master of Business Administration Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 18 semester hours;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

HR 638 Issues in Human Relations

ORG 645 Organizational Theory and Design

MGT 659 Management The 21st Century

MGT 661 Supervision of a Diverse Workforce and Teams

HRM 663 Effective Human Resource Management

MAM 674 Managing Change in Organizations

OM 682 Special Topics in Organizational Management

Refer to pages 72-73 for the course descriptions.

First Graduate Degree Earned

MASTER OF BUSINESS ADMINISTRATION

Second Degree

MASTER OF SCIENCE IN CRIMINAL JUSTICE

Refer to page 29 for a list of the Master of Science in Criminal Justice Objectives.

Second Degree Requirements:

Southwest University Master of Business Administration Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 21 semester hours*;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

- CJ 612 Juvenile Justice
- CJ 622 Comparative Criminal Justice Systems
- CJ 630 Criminal Investigation Restructuring the Past
- CJ 650 Deviant Behavior
- CJ 660 Criminal Behavior
- CJ 674 Negotiations: Crisis and Hostage

Select one of the following:

- CJ 604 Justice Administration
- CJ 640 Administration of Corrections

Refer to pages 64-65 for the course descriptions.

* Foundational courses may also be required.

First Graduate Degree Earned

MASTER OF ARTS IN ORGANIZATIONAL MANAGEMENT

Second Degree

MASTER OF ARTS IN MANAGEMENT

Refer to page 43 for a list of the Master of Arts in Management Objectives.

Second Degree Requirements:

Southwest University Master of Arts in Organizational Management Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 18 semester hours;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

- MAM 628 Accounting for Business Systems
- MBA 635 Business Ethics and Responsibilities
- MAM 648 Global Management
- MAM 665 Management for Quality and Excellence
- MAM 674 Managing Change in Organizations
- MAM 676 Designing and Executing Strategy
- MAM 682 Special Topics in Management

Refer to pages 70-71 for the course descriptions.

SOUTHWEST UNIVERSITY

First Graduate Degree Earned

MASTER OF ARTS IN ORGANIZATIONAL MANAGEMENT

Second Degree

MASTER OF BUSINESS ADMINISTRATION

Refer to pages 44-45 for a list of the Master of Business Administration Objectives.

Second Degree Requirements:

Southwest University Master of Arts in Organizational Management Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 18 semester hours;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

MGT 610 Information Management in Business

ACC 620 Managerial Accounting

MBA 635 Business Ethics and Responsibilities

ECO 642 Managerial Economics

MBA 670 Legal Environment of Business

MAM674 Managing Change in Organizations

MBA 682 Special Topics in Business

Refer to pages 71-72 for the course descriptions.

First Graduate Degree Earned

MASTER OF ARTS IN ORGANIZATIONAL MANAGEMENT

Second Degree

MASTER OF SCIENCE IN CRIMINAL JUSTICE

Refer to page 29 for a list of the Master of Science in Criminal Justice Objectives.

Second Degree Requirements:

Southwest University Master of Arts in Organizational Management Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 21 semester hours*;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

CJ 612 Juvenile Justice

CJ 622 Comparative Criminal Justice Systems

CJ 630 Criminal Investigation Restructuring the Past

CJ 650 Deviant Behavior

CJ 660 Criminal Behavior

CJ 674 Negotiations: Crisis and Hostage

Select one of the following:

CJ 604 Justice Administration

CJ 640 Administration of Corrections

Refer to pages 64-65 for the course descriptions.

* Foundational courses may also be required.

First Graduate Degree Earned

MASTER OF SCIENCE IN CRIMINAL JUSTICE

Second Degree

MASTER OF ARTS IN MANAGEMENT

Refer to page 43 for a list of the Master of Arts in Management Objectives.

Second Degree Requirements:

Southwest University Master of Science in Criminal Justice Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 21 semester hours;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

- MBA 635 Business Ethics and Responsibilities
- MGT 651 Management and Leadership
- MAM 665 Management for Quality and Excellence
- MAM 668 Human Resource Management for Managers
- MAM 674 Managing Change in Organizations
- MAM 676 Designing and Executing Strategy

Select one of the following:

- MAM 605 Developing Management Competencies
- MAM 628 Accounting for Business Systems
- MKT 630 Marketing Management

Refer to pages 70-71 for the course descriptions.

First Graduate Degree Earned

MASTER OF SCIENCE IN CRIMINAL JUSTICE

Second Degree

MASTER OF BUSINESS ADMINISTRATION

Refer to pages 44-45 for a list of the Master of Business Administration Objectives.

Second Degree Requirements:

Southwest University Master of Science in Criminal Justice Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 21 semester hours;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

- ACC 620 Managerial Accounting
- MBA 635 Business Ethics and Responsibilities
- ECO 642 Managerial Economics
- FIN 655 Financial Management
- MGT 672 Strategic Management
- DSC 680 Managerial Decision Processes

Select one of the following:

- MAM 605 Developing Management Competencies
- MGT 610 Information Management in Business
- MKT 630 Marketing Management

Refer to pages 70-72 for course descriptions.

First Graduate Degree Earned

MASTER OF SCIENCE IN CRIMINAL JUSTICE

Second Degree

MASTER OF ARTS IN ORGANIZATIONAL MANAGEMENT

Refer to page 47 for a list of the Master of Arts in Organizational Management Objectives.

Second Degree Requirements:

Southwest University Master of Science in Criminal Justice Degree;

Complete all requirements and receive the first graduate degree;

Complete all required 21 semester hours;

Cumulative grade point average of 3.0 or better.

Two graduate degrees may not be awarded simultaneously.

REQUIRED COURSES

HR	638	Issues in Human Relations
FIN	655	Financial Management
MGT	661	Supervision of a Diverse Workforce and Teams
HRM	663	Effective Human Resource Management
MGT	672	Strategic Management
DSC	680	Managerial Decision Processes

Select one of the following:

MAM	605	Developing Management Competencies
MKT	630	Marketing Management
MGT	651	Management and Leadership

Refer to pages 72-73, 70 for the course descriptions.

UNDERGRADUATE AND GRADUATE CERTIFICATE PROGRAMS IN BUSINESS AND CRIMINAL JUSTICE

Southwest University offers a variety of undergraduate and graduate certificate programs.

These certificate programs are designed to meet the needs of individuals who are interested in a specific professional specialization.

Certificate programs are groups of courses that provide a concentrated study in particular subject areas.

Certificate programs can satisfy continuous learning improvement and offer individual and management benefits.

UNDERGRADUATE CERTIFICATE PROGRAMS

HUMAN RESOURCE MANAGEMENT
INTERNATIONAL BUSINESS
LEADERSHIP AND MANAGEMENT
MANAGEMENT
MARKETING
ORGANIZATIONAL MANAGEMENT

CRIMINAL JUSTICE:
INTRODUCTORY
ADVANCED

GRADUATE CERTIFICATE PROGRAMS

BUSINESS ADMINISTRATION
LEADERSHIP AND MANAGEMENT
MANAGEMENT
ORGANIZATIONAL MANAGEMENT
CRIMINAL JUSTICE

OBJECTIVES

Upon successful completion of all program requirements, graduates will be able to:

- Manage information more effectively.
- Meet new challenges.
- Solve problems across the organization.
- Enhance administrative and leadership skills.
- Demonstrate skills in decision making.
- Explain the issues and challenges of the human resource manager.
- Evaluate theoretical advances in organizational theory.
- Apply marketing strategies to marketing issues.
- Expand knowledge and develop new skills.
- Attain an increased level of responsibility.
- Identify administrative challenges and describe how these challenges are met.
- Address issues in police organizations and develop advanced leadership skills to handle issues/problems.
- Describe the system of justice used in the United States.
- Bolster your resume and confidence.
- Sustain business success.
- Bring relevant tools and competencies to your firm by drawing on your educational experience.

CERTIFICATE ENROLLMENT REQUIREMENTS

For **Undergraduate** programs:

- A high school diploma, or
- A GED equivalent.

For **Graduate** programs:

- An accredited Bachelors Degree.

Students enrolled in undergraduate and graduate Certificate Programs will work with Southwest University's distinguished faculty. Certificate students receive the same excellent services as students enrolled in degree programs.

COMPLETION REQUIREMENTS FOR UNDERGRADUATE CERTIFICATE PROGRAMS

Each certificate program requires:

- Completion of 12 semester hours.
- A "C" or better grade (2.0 GPA).

Certificates will be awarded when:

- All required courses have been completed.
- All financial obligations are met.

COMPLETION REQUIREMENTS FOR GRADUATE CERTIFICATE PROGRAMS

Each certificate program requires:

- Completion of 12 semester hours.
- A "B" or better grade (3.0 GPA).

Certificates will be awarded when:

- All required courses have been completed.
- All financial obligations are met.

ADMISSION PROCEDURES: CERTIFICATE PROGRAMS

All applicants must submit:

- The completed Application for Enrollment form
- **Undergraduate** students: submit a high school or GED transcript
- **Graduate** students: submit College/university transcripts. Student copies will be accepted with your application. Official transcripts sent directly from college/university(s) attended will be required within 60 days of enrollment.
- The application fee of \$75 (U.S. Dollars, non-refundable).

SOUTHWEST UNIVERSITY

ADMISSION REQUIREMENTS CERTIFICATE PROGRAMS

Undergraduate Certificate Programs are open to applicants who hold a High School Diploma or completed GED Equivalent.

Graduate Certificate Programs are open to applicants with a Bachelors Degree from an institution accredited by:

- An institutional accrediting agency recognized by the United States Department of Education, or
- An institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA), or
- For non-U.S. institutions, an educational institution approved by equivalent authorities.

TRANSFER CREDIT

For undergraduate and graduate certificate students, all course work must be completed as required by the Certificate Program. No transfer credit is accepted.

TRANSFER OF ACADEMIC CREDIT

Undergraduate and Graduate students participating in Certificate Programs may, upon completion, transfer the Certificate Program into a Degree Program with the Major Concentration.

Students enrolled in a Degree Program with a concentration may not transfer the Concentration into a Certificate Program.

Degree students may add a Certificate Specialty to their degree program.

TRANSCRIPTS

The University will prepare a transcript for the student upon written request.

TIME REQUIREMENTS

Southwest University has an open enrollment policy. Students begin their Certificate Program at any time. Each course must be completed within 10 weeks.

FINANCIAL INFORMATION

Tuition and Fees: Students enrolling into Southwest University's Certificate Programs pay tuition and fees as follows:

Tuition - \$1,380 per course, 4 courses, 12 semester hours	\$5,520.
Application Fee	75.
Registration / Enrollment	200.
Certificate of Completion	125.
Transcript (optional)	10.

Textbooks, Instructional Study Guides and postage/handling are not included in the tuition cost.

Down payment: Tuition and fees can be paid as follows:

At the time of enrollment	\$3,725.
Prior to the end of the 10th week	2,070.
Prior to graduation	125.

Students utilizing VA benefits: tuition is \$460 per semester hour, \$1,380 per course. VA students are responsible for textbooks and Instructional Study Guides.

Postage and handling costs and fees are the responsibility of all students.

HUMAN RESOURCE MANAGEMENT

Requirement — 4 courses, 12 semester hours.

Select any four courses:

HRM 370	HR: Issues, Decision Making and Challenges
HRM 440	Training, Strategies and Practices
INT 448	Global Human Resource Management
HRM 462	Labor Relations and Collective Bargaining
HRM 472	Strategic Compensation
HRM 475	Staffing Processes and Strategies

Course descriptions may be found on pages 68-69.

UNDERGRADUATE BUSINESS CERTIFICATE PROGRAMS

INTERNATIONAL BUSINESS

Requirement — 4 courses, 12 semester hours.

Select any four courses:

- INT 360 International Business
- INT 430 Global Marketing
- BUS 445 Leadership in Organizations
- INT 448 Global Human Resource Management
- INT 454 International Organizational Behavior
- INT 465 International Management

Course descriptions may be found on pages 68-69.

LEADERSHIP AND MANAGEMENT

Requirement — 4 courses, 12 semester hours.

Select any four courses:

- MGT 340 Management
- HR 348 Human Relations at Work
- ORG 435 Organizational Behavior Structure and Processes
- BUS 445 Leadership in Organizations
- MGT 450 Supervisory Management
- BUS 478 Strategic Management and Policy

Course descriptions may be found on pages 67-69.

MANAGEMENT

Requirement — 4 courses, 12 semester hours.

Select any four courses:

- MGT 340 Management
- HR 348 Human Relations at Work
- MGT 450 Supervisory Management
- BUS 460 Entrepreneurial Management
- INT 465 International Management
- BUS 478 Strategic Management and Policy

Course descriptions may be found on pages 67-69.

MARKETING

Requirement — 4 courses, 12 semester hours.

Select any four courses:

- MKT 335 Principles of Selling
- BUS 350 Public Relations
- MKT 358 Promotional Marketing
- INT 430 Global Marketing
- MGT 452 Sales Management
- MKT 470 Consumer Purchasing and Behavior

Course descriptions may be found on pages 67-69.

ORGANIZATIONAL MANAGEMENT

Requirement -- 4 courses, 12 semester hours.

Select any four courses:

- HR 348 Human Relations at Work
- HRM 370 HR: Issues, Decision Making and Challenges
- ORG 435 Organizational Behavior Structures and Processes
- BUS 445 Leadership in Organizations
- MGT 450 Supervisory Management
- BUS 478 Strategic Management and Policy

Course descriptions may be found on pages 67-69.

SOUTHWEST UNIVERSITY

UNDERGRADUATE CRIMINAL JUSTICE

INTRODUCTORY CERTIFICATE

Requirement — 4 courses, 12 semester hours.

Select any four courses:

- CJ 110 Introduction to Criminal Justice
- CJ 176 Introduction to Police Operations
- CJ 180 Survey of Corrections
- CJ 185 Introduction to Juvenile Justice
- CJ 201 Introduction to Criminal Procedures
- CJ 209 Survey of the American Legal System
- CJ 250 Introduction to Criminal Law

Course descriptions may be found on pages 61-62.

ADVANCED CERTIFICATE

Requirement — 4 courses, 12 semester hours.

Select any four courses:

- CJ 302 Introduction: Law Enforcement and Criminal Justice
- CJ 329 Constitutional Law
- CJ 335 Criminology
- CJ 360 Introduction to Police Administration
- CJ 370 Criminal Investigation
- CJ 440 Criminal Procedures
- CJ 450 Criminal Law

Course descriptions may be found on pages 61, 63-64.

GRADUATE BUSINESS CERTIFICATE PROGRAMS

BUSINESS ADMINISTRATION

Requirement — 4 courses, 12 semester hours.

Select any four courses from:

- MKT 630 Marketing Management
- MGT 637 Organizational Behavior Management
- FIN 655 Financial Management
- HRM 657 Human Resources Strategic Issues
- MBA 670 Legal Environment of Business
- MGT 672 Strategic Management
- DSC 680 Managerial Decision Process

Course descriptions may be found on pages 71-72.

LEADERSHIP AND MANAGEMENT

Requirement — 4 courses, 12 semester hours.

Select any four courses:

- MGT 637 Organizational Behavior Management
- HR 638 Issues in Human Relations
- MGT 651 Management and Leadership
- MGT 661 Supervision of a Diverse Workforce and Teams
- HRM 663 Effective Human Resource Management
- MGT 672 Strategic Management
- DSC 680 Managerial Decision Processes

Course descriptions may be found on pages 71-73.

GRADUATE BUSINESS CERTIFICATE PROGRAMS

MANAGEMENT

Requirement — 4 courses, 12 semester hours.
Select any four courses:

MAM 605	Developing Management Competencies
MKT 630	Marketing Management
MGT 637	Organizational Behavior Management
MGT 651	Management and Leadership
MAM 668	Human Resource Management for Managers
MAM 674	Managing Change in Organizations
MAM 676	Designing and Executing Strategy

Course descriptions may be found on pages 70-71.

ORGANIZATIONAL MANAGEMENT

Requirement — 4 courses, 12 semester hours.
Select any four courses:

ORG 637	Organizational Behavioral Management
HR 638	Issues in Human Relations
ORG 645	Organizational Theory and Design
MGT 651	Management and Leadership
HRM 657	Human Resources Strategic Issues
MGT 661	Supervision of a Diverse Workforce and Teams
HRM 663	Effective Human Resource Management

Course descriptions may be found on pages 72-73.

GRADUATE CRIMINAL JUSTICE CERTIFICATE PROGRAM

Requirement — 4 courses, 12 semester hours.
Select any four courses:

CJ 604	Justice Administration
CJ 605	Organizational Theory and Management
CJ 612	Juvenile Justice
CJ 630	Criminal Investigation
CJ 650	Deviant Behavior
CJ 655	Perspectives in Criminology
CJ 674	Negotiations: Crisis and Hostage

Course descriptions may be found on pages 64-65.

SOUTHWEST UNIVERSITY

GENERAL EDUCATION COURSE DESCRIPTIONS

ENG 100 ENGLISH COMPOSITION I

This course provides an introduction to the basic concepts and requirements of college-level English. An excellent study of grammatical structures of standard, formal and written English. Topics include parts of speech, punctuation, choice and usage of words, effective use of sentences and paragraphs.

ENG 101 ENGLISH COMPOSITION II

This course is designed to meet the English requirements for students desiring the General Education of the first two years of college, or for students transferring to a four-year college. The course is directed toward assisting students with techniques necessary for writing. Emphasis is placed on sentence structure, word choice, organization, editing and usage skills vital to successful written communication.

COM 105 PRINCIPLES OF COMMUNICATION

This course is designed to survey the field of communication. It covers classic approaches and theory. Significant attention is directed toward communication skills. Emphasis is also on public speaking, interpersonal and small group communication and interviewing.

MATH 150 COLLEGE MATH I

This course presents the basic fundamentals of college-level mathematics.

MATH 151 COLLEGE MATH II

This course presents the basic fundamentals of college-level mathematics. It introduces key terms, helpful graphics, and new symbols. Students are introduced to real-world applications of mathematics.

STAT 156 BUSINESS STATISTICS

This course presents concepts and applications of statistics used in the functional areas of business—accounting, marketing, management, economics, and finance.

CIS 122 COMPUTER CONCEPTS

This course introduces students to the basic concepts in the fields of information systems and computer science. The course provides a theoretical foundation and introduces applications that put theory into practice.

HIST 110 AMERICAN HISTORY (1500-1877)

This course weaves together the social and historical forces that have shaped the United States. It surveys history from European discovery concluding with the Civil War.

HIST 111 AMERICAN HISTORY (1863-since 2010)

This course surveys United States history following the Civil War concluding with a discussion of the United States in a global age, 1863 to present.

POLS 112 INTERNATIONAL RELATIONS

This course combines basic concepts and vocabulary with a substantial amount of historical background and examples from current events. Students will examine major historical events arranged by geographic area which illustrate concepts of international relations. This course also provides up-to-date information on the world economy.

POLS 125 WORLD POLITICS

This course combines contemporary and historical coverage of the central issues in world politics. The course encourages independent thinking and active evaluation of real-world problems. Students will be able to recognize the connections between international and domestic politics.

PSY 130 INTRODUCTION TO PSYCHOLOGY

This course is designed to provide a scientific, accurate, and thorough understanding of the essential concepts of psychology. The course provides comprehensive coverage of concepts in the science of behavior. The approach is practical and easy to understand.

SOC 134 INTRODUCTION TO SOCIOLOGY

This course is comprehensive and stimulating. It introduces theoretical approaches and explores diversity of human living and examines social interaction in everyday life. Three main themes are presented: Global Perspective, Social Diversity, and Critical Thinking.

NSC 136 EARTH SCIENCE

This course provides an overview of our physical environment with well balanced, up-to-date coverage of geology, oceanography, astronomy, and meteorology. The course introduces three themes: Earth as a System; People and the Environment; and the Nature of Scientific Inquiry.

PHIL 161 ETHICS

This course provides students with a solid foundation in understanding classic and contemporary moral problems.

CRIMINAL JUSTICE Core Courses:

CJ 110 INTRODUCTION TO CRIMINAL JUSTICE

This course examines Criminal Justice as an interdisciplinary endeavor, sharing elements from criminology, law, history, psychology, and political science. It offers a solid foundation of information about the subject. Students are provided the essential content and the critical tools involved in understanding criminal justice.

CJ 176 INTRODUCTION TO POLICE OPERATIONS

This course covers the major areas of police operations. It describes what police officers do and why. It provides a large body of information on practical application as it presents what policing is all about. The course is student-friendly and is geared toward individuals pursuing a career in law enforcement.

CJ 180 SURVEY OF CORRECTIONS

This course provides a practical approach to the practices of modern corrections. It presents an overview of the day-to-day operations of correctional agencies, prisons and jails. Professionalism in corrections is a main focus.

CJ 185 INTRODUCTION TO JUVENILE JUSTICE

This course focuses on the issues, trends, and challenges facing juvenile justice today. It provides students with a complete and realistic view of the system's efforts at controlling youths and providing help to those in need. The course is student friendly and enables students to move easily through the material.

CJ 201 INTRODUCTION TO CRIMINAL PROCEDURES

This is a basic course that details the elements of criminal procedures. It provides an in-depth presentation of criminal procedures in sequential steps. A significant offering of procedural concepts and terms are presented throughout the course.

CJ 250 INTRODUCTION TO CRIMINAL LAW

This course provides a comprehensive survey of all the major components of substantive criminal law. Students are exposed to the language of criminal law in a friendly, understandable style. The course also provides coverage of current issues.

CJ 311 THE CRIMINAL COURT SYSTEM

Course explores the roles of all the courtroom participants such as the judge, prosecutor, defense attorney and the jury panel. The curriculum provides insight into what happens in the courtroom when a defendant is tried and some basic evidence rules that will be followed for the admission of evidence. Course also explains the various bail options available to arrested persons and what role the bail bondsmen play in assisting the first time offender through the court system.

CJ 329 CONSTITUTIONAL LAW

This course focuses primarily on the Fourth Amendment (reasonable search and seizure) and Fifth Amendment (double jeopardy, testifying against oneself). It also covers the Second Amendment (the people's right to bear arms). Cases are also summarized.

CRIMINAL JUSTICE Electives:

CIS 205 BASIC COMMUNICATION TECHNOLOGIES

This course provides an overview of electronic communication systems and telecommunications. Students will gain a solid foundation in telecommunication technology applications, network and telephone fundamentals, and Internet Web tools and resources.

CJ 209 SURVEY OF THE AMERICAN LEGAL SYSTEM

This course offers an examination of the system of justice used in the United States. It enables students to easily trace the evolution of law and justice and the historical events related to them. It prepares students to examine a modern society's need for rational law.

SOUTHWEST UNIVERSITY

CJ 212 VICTIMOLOGY

This course examines sources of violence and its effect on society and situations. It also discusses the social and environmental factors that influence victimization.

BUS 214 PUBLIC SPEAKING

This course is designed to cover all aspects of speech preparation and presentation. Real-world scenarios are used to demonstrate how public speaking is used in everyday life. The course provides a friendly learning approach to becoming a better public speaker.

HRM 215 INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

This course provides students with an overview of human resource management concepts. This course offers the latest findings and thinking in the Human Resource field. Areas of interest include Recruitment and Selection, Training, Development and Compensation, and Management and Employee Relations.

CJ 220 BASIC CRIMINAL INVESTIGATION

This course is designed to provide an understanding of the investigative process and its challenges. The course integrates theory and practical aspects of crime detection and solution. Historical and future possibilities are discussed. This course allows students to easily comprehend the criminalistic potential of evidence.

HR 225 PRINCIPLES OF HUMAN RELATIONS

This course provides students a basic framework for understanding how interactions at work will affect them and what they should do to be effective in their interactions with others in any organizational setting. This course offers students the opportunity to profile and develop skills and competencies.

CJ 230 INTRODUCTION TO FORENSIC SCIENCE

This course introduces the non-scientific student to the field of forensic science through an exploration of its applications to criminal investigation. The course provides definition and scope of forensic science as well as history and development of forensic science.

CJ 234 INTRODUCTION TO CRIMINOLOGY

This course is designed to provide an in-depth study of criminology. A sociological approach to the study of crime and criminals is presented. The course also includes historical material, theory and research, and extensive coverage of conventional topics.

CJ 237 LEADERSHIP AND MOTIVATION

This course addresses leadership development for police officers with a focus on the ethical leadership competencies required of all police personnel.

SOC 241 RACE AND ETHNIC RELATIONS

This course presents the theories and operational definitions of the study of race and ethnic relations. It defines the relationship between subordinate groups and the study of stratification. The course covers areas of prejudice and discrimination, religious groups, and major racial and ethnic groups in the United States.

MGT 243 ADMINISTRATIVE OFFICE MANAGEMENT

This course provides an introduction to office management. It includes information on word processing, software, and desktop publishing. It introduces organizational principles and also supervision and training techniques. The management of office and record systems are also presented.

CJ 258 DOMESTIC VIOLENCE

This course explores the causes, consequences, and prevalence of domestic violence and the positive law enforcement response. The course focuses on the full range of contemporary domestic violence, including the myths about both victims and offenders and legal resources for victims. It also includes information of the effects of family violence and witnessing family violence in children.

CJ 259 INTRODUCTION TO DRUGS AND CRIME

This course provides comprehensive coverage of the history, policy, and theory of drug use. It includes reports on the latest concerns, the impact of drugs on society, and the criminal justice system response. The course is highly informative and current.

CJ 264 SECURITY MANAGEMENT

This course provides a comprehensive overview of the global and interdisciplinary field of security. It addresses the nature, scope and history of security services. The course also presents management strategies for loss prevention.

CJ 270 COMMUNITY POLICING STRATEGIES

This course focuses on police involvement and interaction with the communities they serve. It explores the practical strategies of community policing. This course introduces the skills criminal justice professionals need to implement an effective community policing program.

CJ 280 SPECIAL TOPICS IN CRIMINAL JUSTICE

Subject to faculty approval. A project or an independent paper that will demonstrate knowledge and understanding of a specific subject.

CJ 302 INTRODUCTION: LAW ENFORCEMENT AND CRIMINAL JUSTICE

A study of the history and heritage of law enforcement and the Criminal Justice system in the United States. Addresses contemporary police systems in the United States and also police issues and constitutional law and legal precedents. Discusses specific problems and people, including crime, criminals, gangs and victims. An excellent learning experience.

CJ 304 JUVENILE DELINQUENCY

A study of how delinquents and juveniles in need of supervision are handled within the juvenile justice system. The nature and extent of delinquent behavior as well as child abuse and neglect are examined.

CJ 310 ADMINISTRATION OF JUSTICE

A study of the judicial procedure as it applies to national, state and local law enforcement agencies. Also, studies: arrest, arraignment, preliminary hearing, bail and jurisdiction of the courts on all levels.

CJ 335 CRIMINOLOGY

This course is intended to provide an overview of the sociological perspectives of crime and the related aspects of human behavior. Topics covered include theories, social-structural theories, methods of criminology, punishment, AIDS and policing.

CJ 340 INTRODUCTION TO CORRECTIONS

A study examining the entire correctional system from law enforcement through the administration of justice, probation, parole and correctional institutions.

CJ 355 COMMUNITY POLICING AND PROBLEM SOLVING

This course discusses up-to-date information on community policing and problem-oriented policing. It explores operational perspectives and provides examples of existing strategies and future considerations.

CJ 360 INTRODUCTION TO POLICE ADMINISTRATION

This course begins with the evolution of American policing and ends with changes and the future. Topics include politics, organizational theory, leadership, communication, human resource management and many others.

CJ 370 CRIMINAL INVESTIGATION

Course addresses major topics including investigation techniques, crimes against persons, crimes against property, organized crime, gangs and the investigator's role in the judicial process. Includes proven investigative techniques in all forms of investigations.

CJ 425 CORRECTIONS IN AMERICA

Discusses the dynamics of corrections that encourages attention in the field. Includes correctional context, practice and issues and perspectives. "Real-life" examples are presented.

CJ 435 POLICING IN AMERICA

This course provides an overview of contemporary police work. It introduces students to a better understanding of the relationship between police and society. It also focuses on critical concerns facing American police.

CJ 440 CRIMINAL PROCEDURE

Course provides practical guidelines for criminal justice professionals with respect to the legal aspects of their daily duties. Major issues addressed are individual rights, criminal court system, arrest warrants, consent search, to mention a few.

CJ 445 CRIMINAL EVIDENCE

A study of important rules concerning evidence. Focus is on the use of rules in criminal proceedings. Includes: published sources of law, the rule against hearsay, confessions, opinions, expertise and experts. Discussion on scientific evidence is included.

SOUTHWEST UNIVERSITY

CJ 450 CRIMINAL LAW

Presents the study of criminal law including topics on misdemeanors, organized crime, drugs, hate crimes and other offenses. Also includes discussions of common law, federal law and the Model Penal Code.

CJ 459 DRUGS CRIME SOCIETY

Focuses on the critical areas of America's drug problem. Some topics covered include the business of drugs and the role of organized crime in the drug trade and drug legalization and discrimination.

CJ 460 CRITICAL ISSUES IN CRIMINAL JUSTICE

This course presents current information on major topics of interest in Criminal Justice. Stress is a continuing issue. Other important issues include deviant behavior, crime and the political process and murder and injury of police officers.

CJ 469 SUPERVISION OF POLICE PERSONNEL

This course is designed to provide a range of information about the role of the supervisor in the law enforcement system. It takes a straight-forward look at the responsibilities of supervisors and the effective methods in which they have for fulfilling these responsibilities.

CJ 472 PROACTIVE MANAGEMENT

Emphasis includes the duties and responsibilities of the police supervisor, personnel problems and handling complaints, grievances and disciplinary problems. Principles of leadership, communication and techniques of teaching are presented.

CJ 475 THE POLICE MANAGER

This course provides step-by-step procedures to help administrators fulfill responsibilities and perform their duties effectively. The course also discusses the behavioral aspects of police management and modern management. It introduces a wide range of topics with which police managers should be familiar.

CJ 380/480 SPECIAL TOPICS IN CRIMINAL JUSTICE

Subject to faculty approval. A project or an independent paper that will demonstrate knowledge and understanding of a specific subject.

MASTER OF SCIENCE IN CRIMINAL JUSTICE COURSE DESCRIPTIONS

CJ 600 POLICE ADMINISTRATION AND MANAGEMENT

Complete coverage and comprehensive study course in police administration and other aspects of police work. Major subjects are addressed in the text such as police professionalization, politics and administration.

CJ 604 JUSTICE ADMINISTRATION

A comprehensive study that encompasses all three components of the Criminal Justice system: police, courts and corrections and also other contemporary administrative issues. It also includes a look at the challenges of the future.

CJ 605 ORGANIZATIONAL THEORY AND MANAGEMENT

This course presents an analysis of criminal justice administration. It introduces a combination of theory and research. This course was designed with the active criminal justice professional in mind. Its purpose is to increase the effectiveness and productivity of criminal justice organizations.

CJ 612 JUVENILE JUSTICE

A study course that presents a comprehensive overview of the juvenile justice philosophy and procedure in a no nonsense forum. Presents the Uniform Juvenile Court Act, the Gault, the Kent and the Windship decisions in their entirety.

CJ 622 COMPARATIVE CRIMINAL JUSTICE SYSTEMS

This course discusses how countries around the world have organized their police, courts and correctional agencies. The course presents a rationale for studying other systems of justice and crime as a world problem. This course allows students to reach a better understanding of comparative and international issues.

**CJ 630 CRIMINAL INVESTIGATION
RESTRUCTURING THE PAST**

Provides sound methods for reconstructing a past event based on three major sources of information: people, physical evidence and records. Introduces newer technological advances in the field.

CJ 640 ADMINISTRATION OF CORRECTIONS

Discusses the practical application of acceptable principles and procedures in the correctional setting. Includes: inmate processing and culture.

CJ 650 DEVIANT BEHAVIOR

A study of deviant behavior as an inescapable feature of modern, complex society. Incorporates contemporary issues with theories of deviant behavior. Case information included.

CJ 655 PERSPECTIVES IN CRIMINOLOGY

Discusses the traditional areas of criminology and addresses popular topics such as policy debate, deterrence and incapacitation, race and social class, rights of the accused.

CJ 660 CRIMINAL BEHAVIOR

A complete study course on criminal justice and social psychological analysis as applicable to the criminal justice profession. Major issues addressed include theoretical issues, social psychology and the law, the offender's decision and the victim's decision to report crime and much more.

CJ 665 RESEARCH METHODS

Presents a survey of research methods including research design, measurement, experimental and data collection and analysis. Emphasis is on interpreting and critically evaluating research in Criminal Justice.

CJ 674 NEGOTIATIONS: CRISIS AND HOSTAGE

Combines principles and applications from criminal justice, psychology, communications, business and other into a framework for hostage negotiations.

CJ 680 SPECIAL TOPICS IN CRIMINAL JUSTICE

Subject to faculty approval. A project or an independent paper that will demonstrate knowledge and understanding of a specific subject.

SOUTHWEST UNIVERSITY

BUSINESS COURSE DESCRIPTIONS

Core Courses:

ACC 203 ACCOUNTING I

This course presents accounting information in a broad business context emphasizing what accounting information is, why it is important, and how it is used to make economic decisions.

ACC 204 ACCOUNTING II

This course provides valuable information covering the introduction to management accounting and explains its significant role in making sound business decisions.

BUS 210 INTRODUCTION TO BUSINESS

This course emphasizes the important issues and challenges facing business today. Students will gain practical knowledge about business and focus on issues of concern. The course will help students build and enlarge on decision-making skills.

HRM 215 INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

This course provides students with an overview of human resource management concepts. This course offers the latest findings and thinking in the Human Resource field. Areas of interest include retirement and selection, training, development and compensation, and management and employee relations.

FIN 218 PERSONAL FINANCE

This course is designed to help students plan for a successful financial future. The course provides information on tax laws and gives students an accurate reflection of the trends affecting their financial present and future. It also discusses the importance of achieving long-term goals through investing. The course lets students know what is available on the Web and how the sites can help them. Students will be able to develop tools and techniques needed for decision-making.

ECO 230 ECONOMIC PRINCIPLES

This course teaches students how to think and act like an economist. It introduces economic concepts and applies them to real-world examples. The course material is organized around five key principles of economics. The course covers micro and macroeconomics.

BUS 239 PRACTICAL BUSINESS LAW

This course provides an overview of the law of commercial transactions and a variety of other business legal issues. The course presents a practical approach to law that emphasizes current and relevant topics students need to understand business transactions and issues such as contracts, property, insurance and employer/employee relations.

MGT 240 PRINCIPLES OF MANAGEMENT

This course covers key topics in management. It provides students with a practical explanation of management concepts needed to manage today's organizations. The course discusses contemporary topics that will affect changes and innovations in business and entrepreneurial ventures.

MKT 248 PRINCIPLES OF MARKETING

This course provides an array of practical examples and applications to show the major decisions that marketing managers encounter in their day-to-day jobs.

ORG 260 INTRODUCTION TO ORGANIZATIONAL MANAGEMENT

This course presents a systematic study of the actions and attitudes that people exhibit within organizations. Balanced coverage of key topics are included. This course discusses motivational concepts, leadership, work teams and the challenges, opportunities and goals of organizational behavior.

Elective Courses:

CIS 205 BASIC COMMUNICATION TECHNOLOGIES

This course provides an overview of electronic communication systems and telecommunications. Students will gain a solid foundation in telecommunication technology applications, network and telephone fundamentals, and Internet Web tools and resources.

BUS 214 PUBLIC SPEAKING

This course is designed to cover all aspects of speech preparation and presentation. Real-world scenarios are used to demonstrate how public speaking is used in everyday life. A friendly learning approach to becoming a better public speaker.

HR 225 PRINCIPLES OF HUMAN RELATIONS

This course provides a basic framework for understanding how interactions at work will affect them, and what they should do to be effective in their interactions with others in any organizational setting. This course offers students the opportunity to develop their own human relations profile.

BUS 237 LEADERSHIP

This course provides information about leadership practice and skill development. It includes an in-depth review of the major behavior patterns that leaders use to influence followers. A main focus of this course is on what effective leaders do and how leaders can diagnose and modify situations to make their leadership a positive endeavor. Core behavior patterns are discussed as are current leadership issues.

SOC 241 RACE AND ETHNIC RELATIONS

This course presents the theories and operational definitions of the study of race and ethnic relations. It defines the relationship between subordinate groups and the study of stratification. The course covers areas of prejudice and discrimination, religious groups, and major racial and ethnic groups in the United States.

MGT 243 ADMINISTRATIVE OFFICE MANAGEMENT

This course provides an introduction to office management. It includes information on word processing, software, and desktop publishing. It introduces organizational principles and also supervision and training techniques. The management of office and record systems are also presented.

BUS 280 SPECIAL TOPICS IN BUSINESS ADMINISTRATION

Subject to faculty approval. A project or an independent paper that will demonstrate knowledge and understanding of a specific subject.

BUS 310 BUILDING CUSTOMER SERVICE

This course covers the concepts and skills needed for success in business careers. It provides students the opportunity to develop or enhance customer service skills. It discusses how to handle service problems, conflict and stress. Tips are provided for customer service supervisory personnel. Leadership qualities and diversity issues are also addressed.

BUS 320 INFORMATION AND RECORDS MANAGEMENT

This course provides in-depth coverage of current issues in records and information management. Its focus considers past, current and future records and information trends which substantiate the need for assurance that information will be found or be available when needed. Topics include storage, retrieval, disaster recovery and also ethical and legal practices.

MGT 330 STRATEGIC RETAIL MANAGEMENT

This course takes a strategic approach and places emphasis on decision-making. Key retail management concepts are reinforced. Real-world examples are presented which helps bridge the gap between theory and practice. Useful career information is also included.

MKT 335 PRINCIPLES OF SELLING

This course offers proven fundamentals and new practices needed to succeed in today's information economy. Students are introduced to comprehensive coverage of strategic selling, value-added selling, and partnering. This course focuses on value creation in personal selling.

MGT 340 MANAGEMENT

This course provides students with a traditional approach to planning, leading, organizing, and controlling topics. Management challenges related to issues such as people, ethics, diversity, the global environment and quality are featured. The course also presents insightful information of the digital dimensioning process.

BUS 345 BUSINESS ETHICS

This course focuses on the concerns and issues of today's challenging business environment. This course provides a framework that can be used to identify, analyze, and resolve ethical issues in business decision making.

HR 348 HUMAN RELATIONS AT WORK

This course provides up-to-date information on human relations developments. It discusses techniques for developing and maintaining organizational efficiency and effectiveness.

SOUTHWEST UNIVERSITY

BUS 350 PUBLIC RELATIONS

This course provides an inside look at the practice of public relations. This course is all about building relationships. Emphasis is on the principles, processes and practices that lead to building positive relationships.

FIN 355 BUSINESS FINANCE

This course covers the three major financial areas: Institutions and Markets, Investments, and Financial Management. This course provides a valuable overview and a solid foundation of the major concepts of the discipline.

MKT 358 PROMOTIONAL MARKETING

This course teaches advertising by taking theory and applying it to what is going on in advertising agencies. The course focuses on EFFIE-Award winners. These award winners reveal client goals and how these goals were achieved.

INT 360 INTERNATIONAL BUSINESS

This course applies a cross-functional approach to the study of international business. The course introduces a practical side of international business. It focuses on the global manager, world business consumers and also entrepreneurial and small business topics. The cultural aspect is addressed early and often throughout the course.

MGT 365 RISK MANAGEMENT

This course covers concepts of risk management, legal principles, property and liability. This course is in tune with changes faced by the nation and provides current insurance information. Primary emphasis is on the insurance consumer, addressing personal risk management and financial planning. The course also discusses corporate risk management including enterprise risk management, loss forecasting and financial analysis in decision making.

HRM 370 HR: ISSUES, DECISION MAKING AND CHALLENGES

This course emphasizes the strategic role of human resources. It focuses on current topics such as work teams, broadbanding, competency-based pay systems, job security and violence in the workplace. The course also provides information on how organizational commitment affects production, quality and service.

BUS 380 SPECIAL TOPICS IN BUSINESS ADMINISTRATION

Subject to faculty approval. A project or an independent paper that will demonstrate knowledge and understanding of a specific subject.

FIN 425 INVESTMENT MANAGEMENT

This course provides a survey of the important areas of investments. It establishes an appropriate theoretical base of investments while simultaneously applying this theory to real world examples.

INT 430 GLOBAL MARKETING

This course covers the essential concepts of global marketing. It includes real-life examples and cases. The course discusses how global marketers must be able to navigate among varied cultures. The effects that government policy can have on international markets and global marketing are also discussed. The course provides excellent regional balance.

ORG 435 ORGANIZATIONAL BEHAVIOR STRUCTURE AND PROCESSES

This course presents theories, research, results and applications that focus on managing organizational behavior in small, large and global organizations.

HRM 440 TRAINING STRATEGIES AND PRACTICES

This course provides students a solid background in the fundamentals of training and development, needs assessment methods and evaluation. The strategic role of training is presented as are up-to-date developments in training and research and in practice.

BUS 445 LEADERSHIP IN ORGANIZATIONS

This course is designed to provide insight into leadership research, findings and practice. The course places emphasis on application and skill building. The course includes an array of opinions of practitioners, consultants and authors who base their conclusions on observations. Various leadership roles and personal qualities of leaders are introduced.

INT 448 GLOBAL HUMAN RESOURCE MANAGEMENT

This course covers key topics in International Human Resource Management. It discusses issues and theories which managers must handle as they sustain a competitive advantage. The course states that international business is high on management's list of priorities and that finding the human resources required to implement a global strategy is of critical importance.

MGT 450 SUPERVISORY MANAGEMENT

This course emphasizes the supervisor's role in managing and dealing with change. It also places emphasis on all aspects of a supervisor's impact on productivity. Students are exposed to real-world applications and real-life incidents that supervisors must solve. A section on handling conflict and stress is also included.

MGT 452 SALES MANAGEMENT

This course covers the concepts and theories associated with managing a sales force. The course discusses how the Internet is impacting salespeople, personal selling and the management of the sales function in the firm. Focus is also on leadership, organization, team selling and training for sales managers.

INT 454 INTERNATIONAL ORGANIZATIONAL BEHAVIOR

This course provides a comprehensive introduction to international organizational behavior and management. It presents a unique cultural perspective on the roots of organizational behavior around the world. Comparative perspectives of work motivation and leadership are discussed. An explanation of the changes which are reshaping organizations is also included.

BUS 456 E-COMMERCE

This course describes the essentials of electronic commerce. It also assesses major opportunities, limitations, issues and risks. This course provides all the basic definitions as well as logical support. The course takes a managerial orientation. Students are presented examples from large corporations, small businesses, government and not-for-profit agencies.

BUS 460 ENTREPRENEURIAL MANAGEMENT

This course provides an introduction to the processes of new venture creation. It explains the creative process entrepreneurs use to generate ideas and to recognize entrepreneurial opportunities.

HRM 462 LABOR RELATIONS AND COLLECTIVE BARGAINING

This course presents a basic understanding of unionism and the union-management process. The course focuses on the negotiations and administration of labor agreements. Bargaining issues are also presented.

INT 465 INTERNATIONAL MANAGEMENT

This course applies management concepts and technique to firms working in multinational, multi-cultural environments. The course is research based. It presents a balance between culture, strategy and behavior.

MKT 470 CONSUMER PURCHASING AND BEHAVIOR

This course presents a balanced and global study of people and the products that help shape their identities. Consumer behavior is an applied science. This course will provide an understanding of why people buy things, their motivation and how consumption activities contribute to the social world.

HRM 472 STRATEGIC COMPENSATION

This course provides detailed information of the art of compensation practice and its role in promoting companies' competitive advantage.

HRM 475 STAFFING PROCESSES AND STRATEGIES

This course provides a comprehensive coverage of staffing for organizational effectiveness and staffing strategy decision-making. Up-to-date research, practices, and legal issues are included to provide current information and reinforce issues in staffing.

BUS 478 STRATEGIC MANAGEMENT AND POLICY

This course focuses on the organization as a whole and its interactions with its environment. It presents concepts and theories useful in understanding the strategic management process. It also discusses social responsibility and ethics. Strategic issues such as technology/innovation and entrepreneurship are also emphasized.

BUS 480 SPECIAL TOPICS IN BUSINESS ADMINISTRATION

Subject to faculty approval. A project or an independent paper that will demonstrate knowledge and understanding of a specific subject.

SOUTHWEST UNIVERSITY

MASTER OF ARTS IN MANAGEMENT COURSE DESCRIPTIONS

MAM 605 DEVELOPING MANAGEMENT COMPETENCIES

This course focuses on the essential skills all managers should possess in order to be successful and improve competency in a managerial role. This course provides the opportunity for students to complete assessments of their skills to better manage life and relationships and to continually improve competencies. This course will assist you in developing and enlarging your management skills and how to foster productive growth-producing relationships with others in your work setting.

MAM 628 ACCOUNTING FOR BUSINESS SYSTEMS

This course provides an array of accounting terms, concepts and applications used to develop financial information which can be used in both external and internal reports. The course provides students with a working knowledge of financial and managerial accounting. Students will be able to use this accounting information to make decisions in both the financial and managerial decision processes. The focus of the course will be on accounting reports which will aid managers in how to interpret information related to planning, evaluating performance, and making decisions.#

MKT 630 MARKETING MANAGEMENT

This course focuses on business level marketing strategy and utilizes four key dimensions to broaden the understanding of marketing management including customer satisfaction and market strategies planning. Students will have the opportunity to analyze markets and the marketing environment as well as develop marketing strategies. Communication value managing and social responsibility are also addressed.

MBA 635 BUSINESS ETHICS AND RESPONSIBILITIES

This course focuses on ethical issues, obligations and responsibilities in the business arena. Moral concepts related to practical ethical decision making are discussed as are obligations of business to society and community.

MGT 637 ORGANIZATIONAL BEHAVIOR MANAGEMENT

This course provides future managers and current managers with information about people and their behavior within the context of the business environment. Provides students up-to-date information on current trends in business and issues affecting businesses today. Some areas of focus are: employee support policies, reward systems, procedural justice, high-performance teams, and goal framing effects. It also highlights the global nature of today's business world.

ORG 645 ORGANIZATIONAL THEORY AND DESIGN

This course presents comprehensive, current learning information of theoretical advances in organizational theory, restructuring and downsizing, reengineering, and network structure. The student is provided in-depth coverage of advanced information technologies and their effects on organizational design. Additional areas of interest are: managing of innovation and change, culture and ethics, decision making and organizational learning, and organization conflict.

MAM 648 GLOBAL MANAGEMENT

This course explores the dynamic global environment of business management by exploring the political, legal, technological, competitive, and cultural factors that shape corporations worldwide. The course includes current research, events and global developments. Students are exposed to the recent trends that are affecting international business managers in today's hypercompetitive global environment. This course includes comprehensive cases which helps students keep pace with the ever-changing global business.

MGT 651 MANAGEMENT AND LEADERSHIP

This course presents comprehensive information on major theories and research on leadership and managerial effectiveness in formal organizations. It also provides advice and practical suggestions for business leaders to improve leadership skills.

MAM 665 MANAGEMENT FOR QUALITY AND EXCELLENCE

This course focuses on the fundamental principles and historical foundation of total quality. There is a strong emphasis on high-performance management practices. Students will be exposed to the Malcolm Baldrige Award, ISO 9000, Six Sigma, strategic leadership, strategic work system design, also workforce engagement.

MAM 668 HUMAN RESOURCE MANAGEMENT FOR MANAGERS

This course investigates and assesses selected critical human resource issues, functions, and approaches that practicing managers' use. The course focuses on strong organizing themes including areas of planning, recruitment, legal compliance, performance appraisal, training / development, and mentoring / empowerment. An organizing structure which emphasizes the HR Triad is presented throughout the course. The underlying message conveys that understanding effective human resource management requires mutual understanding and collaboration among HR professionals, managers, and all other employees.

MAM 674 MANAGING CHANGE IN ORGANIZATIONS

This course offers students and professionals a variety of change approaches. It introduces reflective questions for change managers to consider when handling issues. This course will build critical thinking skills that will enable the business person to adapt to changing demands and skills in managing changes.

MAM 676 DESIGNING AND EXECUTING STRATEGY

This course examines core concepts and analytical tools of strategic management. The course highlights strategy-related development which penetrates many industries and the world economy. A few areas included in the course are evaluating a company's competitive position, strategies for competing in foreign markets, diversification, corporate culture and leadership, social responsibility and environmental sustainability.

MAM 682 SPECIAL TOPICS IN MANAGEMENT

A project or an independent paper that will demonstrate knowledge and understanding of a specific subject.

**MASTER OF BUSINESS ADMINISTRATION
COURSE DESCRIPTIONS**

MGT-610 INFORMATION MANAGEMENT IN BUSINESS

This course discusses the changing demands in today's fast-paced organizations by relating management information systems to management and the organization. The focus is understanding from a business viewpoint.

ACC 620 MANAGERIAL ACCOUNTING

Course contains a rich variety of problem material ranging from simple to challenging. Cases and comprehensive problems are introduced. Some areas covered are: essentials of cost and managerial accounting, cost definitions, cost behavior and cost estimates. Also includes, capital budgeting income tax effects on capital budgets as well as quantitative methods for managers.

MKT 630 MARKETING MANAGEMENT

This course focuses on business level marketing strategy and utilizes four key dimensions to broaden the understanding of marketing management including customer satisfaction and market strategies planning. Students will have the opportunity to analyze markets and the marketing environment as well as develop marketing strategies. Communication value managing and social responsibility are also addressed.

MBA 635 BUSINESS ETHICS AND RESPONSIBILITIES

This course focuses on ethical issues, obligations and responsibilities in the business arena. Moral concepts related to practical ethical decision making are discussed as are obligations of business to society and community.

MGT 637 ORGANIZATIONAL BEHAVIOR MANAGEMENT

This course provides future managers and current managers with information about people and their behavior within the context of the business environment. Provides students up-to-date information on current trends in business and issues affecting businesses today. Some areas of focus are: employee support policies, reward systems, procedural justice, high-performance teams, and goal framing effects. It also highlights the global nature of today's business world.

SOUTHWEST UNIVERSITY

ECO 642 MANAGERIAL ECONOMICS

This course explores the use of economic analysis in making business decisions involving the use of an organization's scarce resources. The course explains that managerial economics can predict how external economic changes can cause internal economic changes in business organizations. The nature and scope of the subject is presented.

MGT 651 MANAGEMENT AND LEADERSHIP

This course presents comprehensive information on major theories and research on leadership and managerial effectiveness in formal organizations. It also provides advice and practical suggestions for business leaders to improve leadership skills.

FIN 655 FINANCIAL MANAGEMENT

This course presents practical information for corporate financial management. It defines objectives of financial decision-making and the tactics and strategies for achieving them. A global perspective is presented. An excellent course for managers and professionals facing executive challenges of financial analysis and reasoning.

HRM 657 HUMAN RESOURCES STRATEGIC ISSUES

This course provides information on strategic issues that challenge human resource managers. This course enlarges on the basic knowledge students will have already learned and integrates new challenges for the human resources professional.

MBA 670 LEGAL ENVIRONMENT OF BUSINESS

Course has several objectives including describing the areas of law that seem to be of greatest importance to business managers, legal environment topics that managers may frequently deal with as well as the basic core of business law topics. Course extensively uses real world examples in an integrated fashion to assist the student in bringing the environment of business law into focus. A global perspective is also discussed.

MGT 672 STRATEGIC MANAGEMENT

This course is designed to present the most current business policy information to students and professionals. It is well organized and includes up-to-date information on strategic management concepts, techniques for achieving competitive advantage, global issues and also excellent coverage of strategy implementation such as corporate culture, organizational structure, outsourcing financial analysis business ethics and joint venturing.

DSC 680 MANAGERIAL DECISION PROCESSES

The primary focus of this course is on strategic decision making made by middle and upper levels of management, particularly in a multi-disciplinary context. The curriculum provides a collection of theories that apply to both public and private enterprise. Strategic decisions made by top management including determinants for successful strategic choices are examined.

MBA-682 SPECIAL TOPICS IN BUSINESS

Subject to faculty approval. A project or an independent paper that will demonstrate knowledge and understanding of a specific subject.

MASTER OF ARTS IN ORGANIZATIONAL MANAGEMENT

COURSE DESCRIPTIONS

MKT 630 MARKETING MANAGEMENT

This course focuses on business level marketing strategy and utilizes four key dimensions to broaden the understanding of marketing management including customer satisfaction and market strategies planning. Students will have the opportunity to analyze markets and the marketing environment as well as develop marketing strategies. Communication value managing and social responsibility are also addressed.

ORG 637 ORGANIZATIONAL BEHAVIOR MANAGEMENT

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HR 638 ISSUES IN HUMAN RELATIONS

This course offers students a comprehensive treatment of human relations in the workplace. Major issues in human relations are thoroughly defined. Students will gain understanding of what it takes to become a successful employee and manager. Focus is on quality, teamwork, diversity, productivity, ethics. The need to balance demands of family and work are addressed. Recent issues that impact business are included.

ORG 645 ORGANIZATIONAL THEORY AND DESIGN

This course presents comprehensive, current learning information of theoretical advances in organizational theory: restructuring and downsizing, reengineering, and network structure. The student is provided in-depth coverage of advanced information technologies and their effects on organizational design. Additional areas of interest are: managing of innovation and change, culture and ethics, decision making and organizational learning, and organization conflict.

MGT 651 MANAGEMENT AND LEADERSHIP

This course presents comprehensive information on major theories and research on leadership and managerial effectiveness in formal organizations. It also provides advice and practical suggestions for business leaders to improve leadership skills.

FIN 655 FINANCIAL MANAGEMENT

This course presents practical information for corporate financial management. It defines objectives of financial decision-making and the tactics and strategies for achieving them. A global perspective is presented. An excellent course for managers and professionals facing executive challenges of financial analysis and reasoning.

HRM 657 HUMAN RESOURCE STRATEGIC ISSUES

This course provides information on strategic issues that challenge human resource managers. This course enlarges on the basic knowledge students will have already learned and integrates new challenges for the human resources professional.

MGT 659 MANAGEMENT THE 21st CENTURY

This course combines management and organizational behavior. It presents an effective integration of theory and application and offers students a more accurate reflection of the responsibilities faced by today's managers. It introduces a new management paradigm and builds managerial competencies by focusing on knowledge areas: planning and monitoring systems; organizing tasks, people and culture; and leading and empowering people. It focuses students' attention on the changing world of management and how managing in the future may be different than managing today.

MGT 661 SUPERVISION OF A DIVERSE WORKFORCE AND TEAMS

This course provides outstanding information on supervision techniques as it explores principles of management, planning, staffing, organizing, leading and controlling people and operations. There is a strong emphasis on application to real on-the-job situations. It integrates teamwork, quality and ethical themes.

HRM 663 EFFECTIVE HUMAN RESOURCE MANAGEMENT

This course provides students with the technical background needed to become a successful human resource professional, to effectively manage human resources and explains the importance of being a knowledgeable consumer of human resource services and products. The course emphasizes how managers can effectively acquire, develop, compensate and manage the internal and external environment that relates to the management of human resources.

MGT 672 STRATEGIC MANAGEMENT

This course is designed to present the most current business policy information to students and professionals. It is well organized and includes up-to-date information on strategic management concepts, techniques for achieving competitive advantage, global issues and also excellent coverage of strategy implementation such as corporate culture, organizational structure, outsourcing financial analysis business ethics and joint venturing.

DSC 680 MANAGERIAL DECISION PROCESSES

The primary focus of this course is on strategic decision making made by middle and upper levels of management, particularly in a multidisciplinary context. The curriculum provides a collection of theories that apply to both public and private enterprise. Strategic decisions made by top management including determinants for successful strategic choices are examined.

OM 682 SPECIAL TOPICS IN ORGANIZATIONAL MANAGEMENT

Subject to faculty approval. A project or an independent paper that will demonstrate knowledge and understanding of a specific subject.

SOUTHWEST UNIVERSITY

ADMINISTRATION

President	Grayce Lee
Vice-President of Academic Affairs	Glenn A. Zuern
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Administrative Assistant	Neil Feser
Student Services	Marsha Galliano Lou Anne Barre Yolanda Castro Suzanne Thompson
I.T Specialist	Don Rehage

ADJUNCT FACULTY

Southwest University's Adjunct Faculty is comprised of full-time educators as well as business professionals and industry experts.
*Teaching Field(s)

Albert, W. Johnna
Ph.D. Capella University
M.S. University of Central Florida
B.A. University of South Florida
*Criminal Justice

Albrecht, Steven F.
M.A. Webster University
B.A. University of San Diego
*Criminal Justice

Allen, Robert Harold
J.D. University of Alabama
School of Law
LL.M. *in Taxation*
University of Alabama
School of Law
M.B.A. Florida State University
B.S.B.A. Auburn University
*Business and Law

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M.Ed. University of New Orleans
B.A. University of New Orleans
*Library Science, Leadership

Bouvin, David
D.B.A. Argosy University
M.B.A. Argosy University
B.A. Roberts Wesleyan College
*Business

Casey, COL. (RET) Michael A.
D.M. University of Phoenix
Master U.S. Army War College
M.P.A. Shippensburg University of
Pennsylvania
B.A. University of Notre Dame
*Business

Davis, COL. Gary H.
Master U.S. Army War College
M.B.A. Southwest University
B.A. Liberty Bible College
*Business

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L.L.D. August Vollmer University
& Institute
Ph.D. Professional School of
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M.S. Radford University
B.S. Radford University
*General Studies

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M.S. University of New Haven
B.S. Southern Connecticut State
University
*Business

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J.D. Stetson University College
of Law
M.S. Stanford University
B.S. University of Akron
*Business and Law

Graffeo, Thomas A.
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B.S. Embry-Riddle
*Business

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B.S. University of Wyoming
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M.A. Central Michigan University
B.S. The University of the State of
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A.A.S. Thomas Nelson Community
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University College
*Business

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 M.S. Nova Southeastern University
 B.S. Florida Atlantic University
 *Business

Lawrence, Adam

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 M. Sp.Ed National University
 M.C.J. University of Cincinnati
 B.S. American Intercontinental University
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 B.A. University of New Orleans
 *Business, Computer Science

Olsen, Louise

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 B.S.Ed. Ohio State University
 B.F.A. Ohio State University
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 M.A.M. University of Redlands
 B.S. Loma Linda University
 *Business

Weathers, Robert A.

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 MDIV Southwestern Baptist Theological Seminary
 B.S. Wingate College
 *General Studies

Weiss, Marc Philip

Ph.D. Walden University
 M.A. Mountain State University
 B.S. Mountain State University
 *Public Policy/Administration, Criminal Justice

Zuern, Glenn A.

Ph.D. Indiana University
 M.S. Albany State College
 B.A. University of Georgia
 *Criminal Justice

BOARD OF GOVERNORS

Grayce Lee
 Tim Mulherin

BOARDS OF ADVISORS

Southwest University's Advisory Boards form the core of the University's faculty, lending leadership and valuable academic insight.

The structure of the Board permits a broad based representation designed to cover all areas of interest in the University's degree programs.

The **Criminal Justice Advisory Board** meets to provide the following to Southwest University:

- Information on how new advances in the field of Criminal Justice and how these impact the knowledge base and skills needed by students.
- Review and comment on current and future curriculum to ensure it meets the needs of Criminal Justice Organizations.
- Review and comment on current faculty and needs of the Criminal Justice workforce and student preparation for work in the field of Criminal Justice.
- Review current Southwest University practices for improvement and innovation.
- Keep Southwest University appraised of current trends and future needs in the field of Criminal Justice.

The **Business Advisory Board** meets to provide the following to Southwest University:

- Review and comment on current and future curriculum to ensure it meets the needs of Business management within structures of Corporate America.
- Review current Southwest University practices for improvement and innovation.
- Suggest avenues for marketing the University's brand to enlarge student enrollments.
- Provide insight into academic trends in leadership.
- Review faculty, make suggestions for professional growth and improvement.

SOUTHWEST UNIVERSITY



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Dean of Business and Management

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registrar@southwest.edu

Student Services Center

studentservices@southwest.edu

I.T. Specialist

drehage@southwest.edu

To reach Faculty, please contact Student Services for additional Faculty information. Faculty is available from 10:00 A.M. to 4:00 P.M. Central Standard Time, Monday through Friday.

CONTACT INFORMATION

Contact Southwest University about our Distance Education Degree Programs anytime via e-mail, phone, fax, or mail.

University Hours: 8:30 A.M. to 5:00 P.M.
Central Standard Time, Monday through Friday.

After hours phone messages will be answered the next working day.

1.800.433.5923

1.504.468.2900

Fax: 1.504.468.3213

The University is closed on the following holidays:

New Year's Day

Mardi Gras

Memorial Day

Independence Day

Labor Day

Thanksgiving Day & the day after Thanksgiving

Christmas Day

We welcome the opportunity to discuss our Distance Education Degree Programs.

We hope you will contact us.



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