

# **Southwestern College Professional Studies and SC Online**

Catalog  
2005-2006



August 2005

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This catalog contains information and announcements about the program of Southwestern College Professional Studies and SC Online. It does not constitute a contract.

Additional institutional policies may be found online at [www.sckans.edu](http://www.sckans.edu).

## *Official Catalog*

### **HISTORY**

Southwestern College was chartered June 19, 1885, by the Methodists of Kansas as “an institution of learning of full collegiate powers.” It opened its doors for forty-three students on September 7, 1886. The first name of the college was “The Southwest Kansas Conference College.” The name “The Southwestern College” was adopted November 5, 1908.

Southwestern College opened Professional Studies in Winfield and Wichita, Kansas, to support its non-traditional students in special degree completion programs and to provide a valuable link between the college and the communities.

Professional Studies provides easy access, and exemplary service to assist

non-traditional students as they seek to complete requirements for a bachelor’s degree. With full-time staff, Professional Studies consolidates all needed college services - registration, financial aid counseling, and tuition payments - in one convenient location.

Southwestern College is the leader in south central Kansas and north central Oklahoma in providing excellence in education for the non-traditional student. Education for a lifetime is not a dream but a reality at Professional Studies.

The Downtown Winfield location (123 East 9<sup>th</sup> Street, Winfield, Kansas) began offering classes during the fall of 1994. A 5000 square foot building in the Cedar Cove Mall at the corner of Rock Road and Pawnee in East Wichita opened for classes in the spring, 1996. A third location in West Wichita at Ridge and Central was opened in the spring, 1998. SC Online became a reality in 2001 through the offering, at that time, of two undergraduate majors. A fourth location, McConnell Air Force Base became a reality in June 2003 with the addition of classrooms and advising space on base. An additional location was added in Midwest City, Oklahoma in January of 05 offering classes in four majors and providing and advising center for both onground and online learners.

### **ACCREDITATION**

Southwestern College is accredited by The Higher Learning Commission and is a member of the North Central Association, phone (312) 263-0456, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org). It is further accredited by the University Senate of the United Methodist Church and other accrediting bodies for individual majors. Southwestern students find credits taken here are fully accepted in undergraduate and graduate schools across the nation.

## OUR VISION

Southwestern College in Winfield, Kansas, is a learning community dedicated to...

*-intellectual growth and career preparation,*

*-individual development and Christian values,*

*-lifetime learning and responsible citizenship, and*

*-leadership through service in a world without boundaries.*

## MISSION STATEMENT

Approved by Professional Studies  
Academic Council October 2000

The mission of Southwestern College Professional Studies is to serve the career development needs of professionals by emphasizing:

- a learning environment modeling active student learning, quality academic standards, superior customer service, and courses of study which exhibit relevancy and currency;
- a faculty who personify success and real-world experience, employ disciplined active-learning methodologies, require rigorous development of communication and critical thinking skills, and are visibly committed to continuous improvement in teaching and in their professions.

**In fulfilling this mission, Southwestern College Professional Studies and SC Online will:**

- be the quality leader among the degree completion and graduate programs in the professional studies market, developing a reputation for academic integrity;
- be a preferred source for industries and agencies seeking leadership personnel; and
- carefully balance growth with quality while pursuing the goal of 1,000 students in phase I in the Wichita area and 3,000 in phase II with the opening of new sites in the region and addition of new delivery modalities.

## ACADEMIC INFORMATION

Especially designed to serve the needs of working adults, Professional Studies offers evening and weekend courses at centers in downtown Winfield, east Wichita (Rock and Pawnee), and west Wichita (Ridge and Central). In addition, courses are offered in an online environment through SC Online. Professional Studies and SC Online also offer a full compendium of certification preparation courses and programs.

Member of Servicemembers Opportunity Colleges (SOC).

### DEGREES OFFERED

Southwestern College confers the following degrees by completion of Professional Studies and SC Online curricula:

#### **B.S., Bachelor of Science with majors in:**

Accounting  
Business Administration\*  
Business Quality Management\*  
Computer Operations Technology  
Computer Programming Technology\*  
Criminal Justice\*  
Human Resource Development\*  
Manufacturing Technology  
Not-For-Profit Management\*  
Operations Management

Security Management\*

**B.S.N., Bachelor of Science in Nursing**  
Major in Nursing

**B.A., Bachelor of Arts**  
Major in Pastoral Studies\*

\*Denotes majors available online.

**Certification Preparation Courses**  
APICS – Educational Society for Resource  
Management  
ASQ – American Society for Quality  
ISM – Institute for Supply Management  
SME – Society for Manufacturing Engineers

Additional undergraduate elective and  
special topics courses are also offered  
online.

### **Completion of Major Requirements**

Students seeking a degree must fulfill all requirements as listed in the Professional Studies and SC Online catalog. A second degree requires a minimum of 30 additional semester hours of credit. A second major may be earned by completing all requirements for that major. Core course requirements used in the completion of one major may not be used to fulfill core requirements in a second major. A minimum of 21 credit hours particular to that major must be completed in order to declare a second major

### **SELECTION OF CATALOG**

In most cases, students will meet graduation requirements stated in the catalog under which they first enter Southwestern College. When graduation requirements change, students may adhere to the ones listed in the catalog under which they first entered, or they may optionally select the newer catalog and follow those requirements. In either case, integrative studies and major requirements must both be met from the same catalog. Students who leave Southwestern but re-enroll having missed no more than two terms (counting fall, spring, and summer as terms) may follow the catalog under which they were previously enrolled.

### **DECLARATION OF MAJOR**

Declaration of major will be done when a Professional Studies or SC Online Application for Admission is completed.

To declare an additional major or change a major, ask a PS or SC Online staff member for the appropriate form.

### **CHANGING MAJORS**

A student wishing to earn a degree must declare a major upon entering the program. A student who changes majors at a later date must assume the responsibility for any extra credits that may be involved in meeting the requirements of the new major, and for filing the appropriate form indicating the change with an advisor.

### **ACADEMIC ADVISING**

Academic advising is an important part of the educational process at Southwestern.

An advisor is assigned to each student upon enrollment. In the Entrance Seminar – HRD 210, required of all new students, an advisor will work with students to determine a degree path and then follow through to help students attain their educational goals.

## **REQUIREMENTS FOR GRADUATION**

### **DEGREE REQUIREMENTS**

These are the requirements for a degree:

1. Complete the specific course requirements for a major field of study together with required common courses.
2. Meet the integrative studies requirements.
3. Complete a minimum of 124 credit hours.
4. Have an overall grade point average of 2.0 (C average).
5. Have Southwestern College course credit of at least 30 credit hours (cannot include prior learning experience credits).
6. Have taken 15 of the last 30 course credit hours at Southwestern, (waived for Professional Studies or SC Online students who are active duty military personnel under a SOC

- agreement).
7. Be elected to the respective degree by the faculty and by the Board of Trustees.
  8. Have a completed application for degree on file with the registrar by the deadline specified on the application.

### **DEGREE REQUIREMENTS FOR TRANSFER STUDENTS**

1. Complete all items listed above.
2. Regardless of grade points earned at other institutions, have at least a C average for all work taken at Southwestern College.
3. For students transferring from two-year colleges, complete a minimum of 60 hours at a baccalaureate-degree-granting institution.
4. Accept the judgment of school administrators in substituting transfer credits for courses in the Southwestern catalog.

### **ADMISSION REQUIREMENTS**

To be admitted as a degree-seeking student in Professional Studies or SC Online, students must meet these requirements:

1. Have completed a minimum of 30 college credits with grades of C or better and have a cumulative GPA of 2.0 or better.
2. Have three years work experience.
3. Submit a resume and essay regarding work experiences and intentions on completing a degree as part of the entrance seminar.
4. If deemed necessary due to lack of work experience, have an interview with the Director of Academic Programs.
5. The Director of Academic Programs makes the final admissions decision.

Students accepted into the program must fulfill any residual Integrative Studies requirements (see Integrative Studies Requirements for Transfer Students).

Transfer hours should include English Composition I and II and a course in mathematics (college algebra preferred). If

these are not present, additional courses will be required.

As part of the degree completion plan, students may apply for prior learning experience credits or present College Level Examination Program (CLEP) or DANTES (DSST) credits. Detailed information on these alternative methods of obtaining credit is available at all four locations

**Guest Students.** Guests are welcome to enroll in Professional Studies and SC Online for individual courses. Such students are admitted with non-degree-seeking/non-major status. If guest students then begin to pursue Professional Studies or SC Online majors they must declare their intent to seek a degree and meet all admissions requirements.

Students from Southwestern's main campus in Winfield may also enroll for courses in Professional Studies. Only professional studies courses with identical names and numbers as those on the main campus will fulfill requirements for a campus-based major or for integrative studies. Applicability of these credits toward fulfilling major requirements will be determined by the student's main campus advisor. Students should presume that other courses will count only as elective credits.

### **APPLICATION PROCEDURE**

To be admitted to Southwestern College, the student should apply to Professional Studies or SC Online for admittance, have an official transcript sent from all prior colleges and receive degree and course selection counseling.

### **INTEGRATIVE STUDIES REQUIREMENTS FOR TRANSFER STUDENTS**

When transfer students enter Southwestern they may request waivers from some of the integrative studies requirements, based on previous course work. Waivers are granted according to these guidelines:

1. A student who has completed one semester of traditional freshman English composition with a grade of C or better, may, if desired, be waived from LAS110, Writing Across the Disciplines. A student who has completed the second

semester of a traditional freshman English composition sequence with a grade of C or better is waived from LAS120, Research Across the Disciplines.

2. A student who has completed at least 12 hours with grades of C or better may be waived from two of the integrative studies elective courses. Similarly, a student with at least 24 hours with grades of C or better may be waived from four electives; 36 hours waives six electives and 48 hours waives eight electives.
3. Any student with an Associate of Arts degree or an Associate of Science degree is waived from all integrative studies requirements except LAS 499 Responsibility for the Future.
4. Any student with a bachelor's degree is waived from all integrative studies requirements.

Determination of integrative studies waivers is made at the time the student initially enters Southwestern College. Only hours successfully completed and degrees earned at institutions recognized by the Council for Higher Education Accreditation (CHEA) are considered. Southwestern does not recognize credit for varsity athletics.

Once a student has entered Southwestern, it is expected that all remaining integrative studies requirements will be taken at the college. Students should not anticipate that hours taken, for example, in a summer session at another college will satisfy integrative studies requirements at Southwestern.

Effective January 2004, learners may enter Professional Studies if they have accumulated 30 credit hours of previous college coursework. Such a learner must select a sufficient number of courses from the following general education requirements which will allow the learner to reach 48 college credit hours.

PSC225 Composition I  
PSC226 Composition II  
PSC227 Interpersonal Communication  
PSC228 Intermediate Algebra  
PSC229 College Algebra  
PSC230 The Physical World  
PSC231 Sociology  
PSC232 General Psychology

PSC233 Geography  
PSC 234 Elementary Spanish  
PSC 234 World Civilizations  
PSC 236 Comparative Religion/Philosophy  
PSC 237 Introduction to Computers  
PSC 238 Elementary Statistics

Learners may begin by taking PS courses. Advisors will decide with learners which general education courses they should take. If a learner enters with 30 credit hours he/she would be expected to take 6 general education courses during the course of completing their degree requirements with PS. If a learner enters with 33 hours, he/she would be expected to take 5 general education courses, and so on for various points of entry. General education courses cannot duplicate previous college coursework.

The goal is to use the number of credit hours available (48-30) to provide learners with the opportunity to broaden their educational perspective beyond the courses traditionally offered within PS.

Learners who enter with fewer than 48 credit hours will need to show that the requisite number of general education courses were completed prior to being approved for graduation.

## ACADEMIC POLICIES

### ACADEMIC INTEGRITY

Southwestern College assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies will apply.

Academic dishonesty is any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, or sabotage, and any act of aiding and abetting academic dishonesty. The following definitions make clear the policy of the college.

1. Cheating is using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples: copying homework, copying someone else's test, using an unauthorized "cheat sheet," etc.

2. Fabrication is the falsification or invention of any information or citation in any academic exercise. Examples: making up a source, giving an incorrect citation,

misquoting a source, etc.

3. Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise.

Plagiarism includes failing to give a citation for using work from another person or source. Modifications and rephrasings do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

4. Dissimulation is the disguising or altering of one's own actions as to deceive another about the real nature of one's actions concerning an academic exercise. Examples: turning in a paper for one class when original work is requested.

5. Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material which is necessary for academic work. Examples: hiding library materials, removing noncirculating material from the library, failure to return library materials when requested by the library, etc.

6. Forgery of academic documents is the unauthorized changing or construction of any academic document. Examples: changing transcripts, changing grade books, changing grades on papers which have been returned, forging signatures, etc.

Examples also include completion of an application for any Southwestern academic program which omits or falsifies any requested information. Such violations can result in the revocation of the application, even if approval was previously granted on the basis of fabricated information.

7. Sabotage is the damaging or impeding of the academic work of another student. Examples: ruining another student's lab work, destroying another student's term paper, etc.

8. Aiding and abetting academic dishonesty is knowingly facilitating any act defined in 1-7.

### **POLICIES FOR DEALING WITH ACADEMIC DISHONESTY**

The instructor shall determine if the infraction is intentional or unintentional. Violations of the academic integrity policy will result on the first offense with:

1. A reprimand (written or verbal) for unintentional violations

2. A zero for the assignment (paper, exam or project) for intentional or flagrant violations

Unintentional infractions may be reported to the Director of Academic Programs and SC Online at the discretion of the faculty member. All infractions deemed by the faculty member to be intentional must be reported in writing to the Director of Academic Programs and SC Online; the student will also be notified. The Director of Academic Programs and SC Online shall keep a record of reported infractions and sanctions.

Any subsequent intentional violation of the policy by that student during his/her academic career at Southwestern will result in a disciplinary hearing before the academic affairs committee and possible suspension from the institution. Any student so suspended has a right to an appeal. If a student wishes to appeal, the request should be made in writing, and submitted to the Director of Academic Programs and SC Online, who, if the appeal is determined to be appropriate, will submit the appeal to the academic affairs committee at the next available meeting of that group.

Any violation of the policy not under the supervision of a faculty member will be handled by recommendation of the Director of Academic Programs and SC Online to the academic affairs committee.

*Adapted and used by permission from Tabor College.*

### **ASSESSMENT**

Southwestern College is committed to quality in higher education. It strives to meet the educational needs of society and of individual students. The student assessment program at Southwestern exists to evaluate the effectiveness of the college experience in assisting students' movement toward the outcomes identified as flowing from the mission of the college. The outcomes assessed are: Critical Thinking, Communication, Ethical Behavior, Leadership and Career Preparation. Aggregate data is collected from students during the Research Project class required of all students. The process and product of student assessment focuses on the centrality of the teaching mission of higher education, and on the institution's ability to self-correct in ways meaningful to the

educational experience of students.

Students enrolled at Southwestern are expected to participate in the student assessment program. The information resulting from the assessment process will not be used in any way other than for institutional improvement and individual student advising. Students may be privy to their individual scores and may use them in ways they deem helpful.

### **GENERAL ACADEMIC POLICIES**

**Course Load.** It is recommended that no more than two and preferably one course be taken during either an onground or online session in the Professional Studies or SC Online program.

**Course Numbering System.** Courses are numbered by level:

- Freshman - 100
- Sophomore - 200
- Junior - 300
- Senior - 400

**Grading System.** The college grading system defines the following marks as graded hours and assigns the grade points shown per credit hour.

- A = Superior work (A+ or A, 4 points; A-, 3.67)
- B = Above average work (B+, 3.33; B, 3; B-, 2.67)
- C = Average work (C+, 2.33; C, 2; C-, 1.67)
- D = Minimally acceptable work for receiving credit (D+, 1.33; D, 1; D-, 0.67)
- F = Failure (0 points)

These additional marks are also used but do not designate graded hours and do not impact calculation of a GPA:

- WD = Withdrawal from a course
- I = Incomplete work
- S = Satisfactory work
- U = Unsatisfactory work

**Military Grading Scheme for eArmyU.** Our involvement with eArmyU requires that we use the following grading scheme:

- W = Withdrawal
- WM = Military withdrawal
- FM = Failure Mission Related
- WV- Withdrawal voucher

These grade designations are determined by a military academic advisor. WM and FM carry no financial obligation for the learner. WV exists for special circumstances of deployment which allow the learner to retake the class at a later date. WV exists for extremely unusual circumstances and carries specific conditions which must be met for approval. This designation must be approved by either the Vice President for Professional Studies or the Director of Professional Studies and SC Online.

**Change of Registration.** A change of registration is not official until a student obtains a form from Professional Studies or SC Online, and returns it to the office for processing.

**Courses to Carry Credit Indicated.** All courses must carry the credit indicated in the catalog except by action of the Professional Studies Academic Council.

**Incompletes.** A student may request a temporary grade of incomplete when the work of the student has been generally satisfactory, but for reasons beyond the student's control it has not been possible to complete certain assignments made by the instructor. If the instructor agrees to the student's request, the student and teacher must jointly complete and file with the registrar, a form describing the work remaining in the course and a plan for its completion.

If an incomplete is given, the deadline for finishing the course work is a maximum of 90 days after the end of the course. A grade of F will automatically be entered as a final grade if the remaining work is not completed by the deadline.

Extension of the deadline may be allowed by special permission of the Director of Academic Programs and SC Online in cases of illness or other conditions beyond the student's control. Requests for extensions of deadlines must be initiated by the student and endorsed by the instructor involved in order to be considered. During the period in which a student holds an incomplete, the grade point average will be calculated without counting the incomplete.

An instructor may not give an incomplete unless the student has requested it. If at the



time grades are submitted to the registrar's office the form requesting an incomplete is not attached and jointly signed, a grade of F will be recorded.

**Official Withdrawal from Courses.**

Students may withdraw from a course at any time no later than one week before the course end date and receive a grade of WD. This grade does not influence the grade point average.

**Repeating Course Work.** If a student repeats a course, both the original and repeat grade will be recorded on the official transcript, but only the repeat grade will be used in calculating earned hours and grade point averages, regardless of whether that grade is higher or lower than the original grade. Courses shown in the catalog as repeatable for credit do not fall under this rule.

**Appeal of Grade.** Any grade change or appeal for a grade change must be requested within 90 days after the completion of a course. If a student believes the grade recorded by an instructor is inconsistent with the documentary evidence, an informal discussion with the faculty member is required as the first step of an appeal. If satisfactory resolution is not achieved at this level, the student may then submit a written request for an appeal of a grade to the Director of Academic Programs.

An intermediary step for Nursing students is to contact the program director if no satisfactory resolution is achieved with the instructor. The final step for Nursing students is to appeal the grade to the Director of Academic Programs and.

After receiving the written request, the Director of Academic Programs and will meet with the student to verify an attempt at resolution of the issue through the negotiation process and/or in mediation with the student and faculty. If it is determined that resolution has not occurred, the Associate Dean will request written documentation with rationale from both the student and the instructor regarding the grade assigned. The Associate Dean may issue a decision on the grade appeal and has the discretion to schedule a hearing with the appeals committee. The grade appeals committee will be made up of the Vice

President for Professional Studies, the Director of Professional Studies, and a faculty representative from the Professional Studies Academic Council. The committee has the right to interview the student, the faculty member(s), and other pertinent individuals in an effort to reach a just resolution of this issue. The committee has the authority to recommend raising or lowering the original grade that was assigned. Notification of the grade appeal findings will be forthcoming from the Director of Academic Programs and SC Online's office and will represent the final decision on the appeal.

This process is followed in appealing sanctions placed on a student as a result of the academic integrity policy as well.

**Professional Studies Attendance Policy.**

Students are expected to attend all classes for the full length of the class period. One or more absences per Professional Studies course may result in a lower grade.

Students who are absent are accountable for missed material and are responsible for arranging make-up work. More than two absences per class in one six week period are considered unacceptable and may result in a lower grade for the course. Tardies may be counted as absences at the discretion of the instructor.

**SC Online Attendance Policy**

While there is no specific attendance policy for SC Online students, regular, systematic participation is required according to the tenets established on the course syllabus.

**Failure to Meet Course Requirements.**

If a student exceeds the permitted number of class absences or otherwise fails to do the work of a course, an instructor can inform that student in writing that it will be impossible for the student to pass the course and an F will be the result when grades are turned in. The instructor may wish to suggest to the student that further attendance or completion of class work will not change this outcome.

If this notice comes prior to the official last day to withdraw from a course, the student may withdraw and receive a grade

of WD. After that date the grade will be F.  
 A copy of the notification letter will be sent to the Director of Academic Programs. Any exemption from this policy must be discussed with the instructor personally, and the final judgment is the instructor's.

25-29	1.60
30-34	1.70
35-39	1.80
40-44	1.90
45-Above	2.00

**Administrative Withdrawal.** The Director of Academic Programs may withdraw students from courses under limited circumstances associated with advising error, medical emergencies, and when exigent circumstances prevent the student from requesting a withdrawal or an incomplete.

**Academic Probation.** When the overall grade point average falls below 2.00, a student is placed on academic probation and will receive notification from the Director of Academic Programs. Any student placed on academic probation is subject to the conditions prescribed by the academic affairs committee. Students on probation will be allowed to enroll in courses.

**Academic Suspension.** Students who fail to maintain the standards listed in the suspension index chart below are failing to make minimum progress toward the degree and therefore may be suspended from the college. Students who are placed on suspension will not be allowed to enroll. Additionally, students who complete a term with an F average may be suspended. Generally, suspended students may petition the academic affairs committee for readmission after one semester.

Any student who is academically suspended has a right to an appeal. A request for appeal should be made by the student in writing and must be presented to the Director of Academic Programs and SC Online within two weeks of the date of suspension. Supporting material should be submitted by the student prior to the appeals meeting. The appeal will be heard by the academic affairs committee, and the committee's decision shall be final.

Total Hours Attempted	Suspension if Cumulative GPA Below
1-12	1.40
13-24	1.50

**Validation of Credits by Examination.**

A student may present scores earned on examinations administered by outside agencies approved by the academic affairs committee. Credit from this source may include the College Level Examination Program (CLEP), Advanced Placement Program, DANTES Subject Standardized Test (DSST), and evaluations provided by the American Council on Education of military service and other educational programs. Up to 30 hours of credit may be validated by external examinations. Credit by examination awarded by other accredited colleges is accepted as transfer credit.

Students who show proof of earning an A&P license may be granted 30 credit hours for that course of study. Students who have earned a pilot's license may be awarded 5 credit hours for the license, and upon submission of a signed and dated pilot's logbook, request that the logbook be evaluated for additional credit. There is no fee charged for credentialing the A&P license or the hours for pilot's license, but the additional evaluation of the logbook will cost \$75.00.

Credits earned by validation are graded satisfactory (S). They count toward graduation and, when initially entered by Southwestern or another baccalaureate degree-granting institution, toward the minimum 60 hours required from baccalaureate-degree-granting institutions. They do not assist in fulfilling the requirement for a minimum of 30 hours in Southwestern courses.

**Credit for Prior Learning.** It is recognized that many persons have accumulated non-college experiences that can be translated into college credit. Degree candidates may apply for evaluation of prior learning experience credit after completing 21 hours with Professional Studies or SC Online.

A student who wishes to apply for such credit is invited to prepare a summary of those experiences in writing, strictly following guidelines outlined in a document available from any center staff member or

the online program office.

Students enrolled in Professional Studies or SC Online should confer with a staff member regarding application procedures.

An external evaluator uses various methods of evaluation to assess the student's competency level and grants elective credit hours accordingly.

Examples of work and other experiences that may be considered for credit are in-service education, continuing education in any form, occupational experience, professional attainment, and travel which can be shown to have resulted in personal growth and learning.

Credits awarded by Southwestern College for prior learning are graded satisfactory (S). They count toward graduation but do not assist in fulfilling the requirement for a minimum of 30 hours in Southwestern courses.

A fee will be assessed for evaluation of prior learning. The current fee is \$750.00. It must be paid at the time an application is submitted for evaluation.

### **Independent Study/Unscheduled Class**

In very extraordinary circumstances a student may request a degree requirement to be fulfilled by an independent study of the course normally taken at Professional Studies or through SC Online. This will be considered when:

1. A very limited number of credit hours are needed to complete the degree.
2. The student has completed at least two thirds of his/her program.
3. The student contacts and obtains permission from the regular facilitator of the course, receives a syllabus and works out communications.
4. The course for independent study must be submitted for approval of the Director of Academic Programs and SC Online.
5. The student completes the Independent Study/Unscheduled course form, pays the regular fees, enrolls in the class, and purchases the text. The course is completed in the regular schedule of courses.

### **Accident or Injury:**

Southwestern College does not insure against accidents or injury to students which may occur during college sponsored activities or those which occur off campus as the result of class assignments. Students are expected to act responsibly by taking necessary precautions against accidents. Students are also advised to protect themselves from the financial burden of accident of injury by maintaining personal insurance.

### **Disability Services:**

The college does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in college programs and activities, nor are the persons with disabilities denied the benefits of these programs or subjected to discrimination.

It is the responsibility of the student to bring to the college's attention the need for accommodation due to a qualifying disability along with such supporting information as reasonably required. Requests for accommodation should be made to the Director of Professional Studies and SC Online, and must be supported by appropriate documentation of the relevant disability. The Director, in consultation with other trained professionals if necessary, will determine what reasonable accommodations will be made by the college. The student should provide an updated request for accommodation should any changes occur which must be considered.

### **Learner Services:**

Professional Studies has initiated a web based learner services link appropriately named LearnerLink to aid students in accessing pertinent information regarding their transcripts, grades and statements of account.

On this site found at <https://psweb.sckans.edu>, learners may enroll, view schedules, access account information, view unofficial transcripts, print off grades, and view progress toward degree to date.

Effective August, 2004, statements and

grades will no longer be mailed.

## ACADEMIC HONORS

**Graduation With Honors.** General honors are awarded to those members of the graduating class who throughout their college career have attained a high average of scholastic achievement in their work. In order for honors to be designated on the graduation program, all degree requirements must be met by the deadlines stated on the Application for Degree. Seniors with a grade point average of 3.85 or higher will graduate summa cum laude (“with highest honors”); a 3.70 will be required for magna cum laude (“with high honors”), and 3.50 for cum laude (“with honors”). **For students who have transferred hours to Southwestern, both the resident GPA and the cumulative GPA (transfer hours) must meet the standard.**

**Dean’s Honor Roll.** The Dean’s Honor Roll recognizes scholastic achievement of full-time students during a single term. Based on the grades for the current term, students who earn 12 or more hours with a grade-point average of 3.70 or higher are placed on the Dean’s Honor Roll. Those students will receive a certificate of achievement from the office of the Director of Academic Programs and SC Online.

**Order of the Mound.** The Order of the Mound recognizes academic achievements of baccalaureate-level graduates. Students are named to the Order of the Mound according to the following procedure:

1. Members shall be named once a year, in May, following submission of final grades for graduating seniors but prior to awarding of degrees at the May commencement.
2. After recording final grades, the registrar shall prepare a list of baccalaureate-level students graduating in the upcoming

commencement (this shall include all students who have completed graduation requirements since the previous year’s commencement). These students shall be arrayed by cumulative grade point average, with the highest GPA at the top of the list.

3. The number of students (n) eligible for Order of the Mound membership shall be determined as 10% of the names on the completed array. If n is a fractional figure, it shall be rounded off.
4. The registrar shall strike from the list those students who have completed fewer than 60 graded hours (A/B/C/D/F) at Southwestern College.
5. The registrar shall also strike from the list those students who have previously been named to the Order of the Mound.
6. The registrar shall then count the first n students in the array for Order of the Mound membership. If the nth student holds the same grade point average as one or more students farther down the array, those additional students shall also be included for membership unless such action increases membership to greater than 12% of the graduates. In such case, the first grade point average higher than that of the tied group of students shall be used as the final one for inclusion in membership. Notification of acceptance into the Order of the Mound generally occurs the day before graduation.

### PARTICIPATION IN GRADUATION CEREMONY ON MAY 8, 2004

If students satisfy all requirements to graduate by April 30, 2006, and the appropriately dated Application for Degree is on file with the registrar, they will be considered a spring graduate and will receive their diploma at the May graduation ceremonies. Honors earned will be designated on the program for those students who have satisfactorily completed

all degree requirements by April 30. When requirements are completed after the date designated on the Application for Degree, honors will be designated on the diploma and the transcript. Degrees will be conferred in accordance with the date designated by the student on the Application for Degree provided all graduation requirements have been met satisfactorily.

If the anticipated date of graduation changes, the student is responsible for filing an updated application for degree with the registrar indicating the new date of expected graduation.

If students satisfy all requirements to graduate by May 13, 2006 they may participate in the May graduation ceremonies, will be considered a late spring graduate, and will receive their diploma after May 30, 2006.

If students satisfy all requirements to graduate by August 19, 2006, they may participate in the preceding May, 2006 graduation ceremonies, will be considered a summer graduate, and will receive their diploma after August 30, 2006.

If students satisfy all requirements after August 19, 2004, but before December 30, 2006 they will be considered a December graduate, will receive their diploma the beginning of January, 2007, and may participate in the ceremony the following May, 2007.

If a student wishes to be a spring, late spring or summer graduate, an Application for Degree must be on file with the Registrar by **April 1, 2006** designating the expected date of graduation. No applications for spring or summer graduation will be accepted after that date. Applications submitted after **April 1, 2006** will cause the student to become a December, 2006 graduate.

## CHARGES AND FINANCIAL AID

**CHARGES:** The current tuition rate for the 2005-2006 academic years is \$261.00 per credit hour. Each course utilizing the computer lab, specialized computer software, or the use of Blackboard™ as a

course enhancement will carry an additional \$25.00 technology fee.

Book charges vary for each course.

Evaluation fee for prior learning portfolio is a flat fee of \$750.00 to be submitted with the portfolio.

Evaluation fee for the pilot's license logbook is \$75.00 to be submitted with the logbook.

The official transcript fee is \$5.00 per copy. A faxed copy is \$10.00.

Military discounts are available for full time military and their spouses, reservists, DOD civilians, and national guard servicemembers.

### PAYMENT PLANS

**Full Payment:** Full payment of tuition will be made when enrollment is completed.

**Partial Payment:** The student may choose to pay half of the tuition when enrollment is completed. The other half of the tuition charge is due on or before the fourth class session. Fees not paid by the fourth night of class will be subject to a finance charge.

**Reimbursement Plans:** Reimbursement plans are unique to each company; therefore, plans for timely payment will be worked out on an individual basis.

### TEXTBOOK PURCHASES

Textbooks are listed on individual syllabi and on the master booklist for each semester found at [http://cat.sckans.edu/psc\\_syllabi](http://cat.sckans.edu/psc_syllabi). Textbooks may be purchased by logging onto the eFollett website at <http://www.bookcave.bkstr.com> and ordering textbooks using a personal credit card.

Textbooks may not be charged to a student's financial aid account.

Students may also access this site by clicking on "Bookcave" on the Southwestern College website: <http://www.sckans.edu>. They may also be purchased from eFollett, Higher Education Group, The Book Cave, Southwestern College, 1820 Warren, Winfield, KS 67156 or by phone 620-229-6229 or faxed 620-229-6348.

### FEDERAL FINANCIAL AID

For the student receiving financial aid, tuition may be charged to his/her account

provided the balance in the account is enough to cover the charges. Provisions are made on an individual basis for pending financial aid but the financial aid file must be complete by the second course during each award year.

## **REFUND POLICY**

### **Cancellation of Charges**

Students who officially withdraw from a course may be eligible for some cancellation of its tuition charge. To withdraw, give notice to the center at which the course is being offered. Cancellations are calculated from the date notice is received, not the date of the last class attended.

If a student gives notice before a course begins, all tuition is cancelled. Thereafter, a percentage is cancelled. For classes lasting four weeks, 90% is cancelled when notice is given before the end of the first week of class, 50% when notice is given before the end of the second week, and 25% when notice is given before the end of the third week.

For classes lasting six weeks, 90% is cancelled when notice is given before the end of the first week of class, 50% for notice given before the end of the third week, and 25% for notice before the end of the fourth week.

For classes lasting eight weeks, 90% is cancelled when notice is given within the first week of class, 50% for notice given before the end of the fourth week, and 25% for notice before the end of the sixth week.

The cancellation policy for certification preparation classes is determined by the contract with a specific employer which has been approved for those course offerings.

### **Cancellation of Financial Aid**

Withdrawing students who have received financial aid are required to return a portion of their aid to those sources that assisted in enrollment.

For federal aid, a calculation is made of "earned" and "unearned" aid based on the days of attendance. Unearned aid is returned first to loans (in this order: unsubsidized or subsidized), then to a Pell grant, SEOG, and other Title IV programs.

## **Refunds**

After calculation of charges cancelled and financial aid cancelled, any excess remaining on the account is refunded to the student.

## **International Students**

Admission decisions for international students are based on a combination of English proficiency, successful completion of courses leading to graduation, letters of recommendation, and proof of financial support.

Students who have attended schools where English has not been the primary language of instruction must show evidence of English proficiency through a score of 550 or higher on the Test of English as a Foreign Language (TOEFL), special courses in other institutions such as completion of the highest level of an Intensive English Language Center program or other relevant experiences.

Transfer students must provide original certified copies of all college transcripts which have been translated into English. An international student who enrolls as a degree-seeking student at Southwestern and who has taken courses outside the United States must pay to have these credits evaluated through a transcript evaluation service approved by Southwestern College. The address is as follows:

International Education Research  
Foundation Inc.  
Credentials Evaluation Service  
PO Box 66840  
Los Angeles, CA 90066  
Tel. 310.390.6276  
Fax. 310.397.7686  
[info@ierf.org](mailto:info@ierf.org)

In addition, international students must submit a certified bank statement indicating that the student or the student's sponsor has sufficient funds to meet the first year's expenses, a personal statement about the student's background, interests and personal accomplishments, and three letters of recommendation. International students will be required to enroll in and pay for in full at the time of enrollment, 12 credit hours

each semester. If the student is being sponsored, a certified letter from the sponsor should be submitted indicating the sponsor will be supporting the student during the student's stay in the United States. If the student is sponsored by the student's home government, the student should send a certified letter from the government indicating support and billing information.

International students are subject to the same academic admission requirements as other Professional Studies students.

To be admitted to Southwestern College, international students should take these steps:

1. Write, e-mail call or visit the center to become acquainted with the college community and to discuss the admission process with a center coordinator.
2. Complete an admission application form and return it to the college with a written essay.
3. Have the official transcripts of all previous college credit translated into English and sent to the coordinator at the center the student wishes to attend.
4. Take the Test of English as a Foreign Language (TOEFL) and have the scores sent to the coordinator of the center the student wishes to attend. The TOEFL code for Southwestern College is 6670. If applying for English proficiency through other means, forward documentation such as transcripts accompanied by an explanation to the coordinator of the center the student wishes to attend.
5. Forward three letters of recommendation, translated into English, from teachers or professors, who are familiar with the student's academic ability.
6. Complete the certification of finances form documenting amounts of financial support from sources other than Southwestern College. If sponsored by the student's home government, send a certified letter

indicating amount of support and billing information.

7. Documents will be accumulated by the center coordinator. When the file is complete, it will be sent to the Office of Admission for review and final approval.
8. Upon acceptance for admission, the student will be forwarded a Form I-20. This should be presented to the student's local United States consular officer to obtain a student F-1 visa.

## **OTHER COLLEGE POLICIES**

### **Transcripts**

Transcript service is available when a student's accounts are paid to date. Transcripts are available from the Registrar's office for a fee of \$5.00; faxed copy \$10.00.

### **Finance Charges**

A monthly finance charge of 1.5% (annual rate, 18%) with a minimum of \$1 is assessed on the unpaid balance of an account.

## **CHANGE OF ENROLLMENT STATUS**

Any student receiving federal financial aid is required to fill out a form outlining his/her course schedule from the starting class through the completion of the program. Any changes made in the completion date must be reported to the center coordinator and will be passed on to the financial aid office. A new class list indicating the change in hours must be filed with the Financial Aid Counselor. Increasing or decreasing credit hours may mean a change of financial aid award. Decreasing credit hours might possibly mean a repayment by the student to the financial aid programs.

Further details may be obtained from the college catalog, the college financial aid handbook, by contacting the financial aid director at 620.221.6215 or by contacting the Financial Aid Counselor at Professional Studies East Wichita, 316.684.5335, ext 209.

## **FINANCIAL AID**

The financial aid program assists students who want to attend Southwestern College but would find it difficult to do so without financial aid.

### **How to Apply for Financial Aid**

Before financial aid can be awarded, students must have been granted admission to Southwestern. These steps should be followed to apply for financial aid:

1. The student should complete the confidential Free Application for Federal Student Aid (FAFSA) which may also be found online at [www.fafsa.org](http://www.fafsa.org), indicating Southwestern College on the form. Application forms may be obtained from the Financial Aid Counselor at Professional Studies.
2. After the financial aid office receives the Student Aid Report or Electronic Student Aid Report the student is notified as to what other documents are needed.

Financial aid is not awarded until the file is complete and the student has enrolled for the necessary courses.

### **Maximum Time Allowed to Complete a Degree**

Students are eligible to receive federal and state financial aid up to 186 attempted credit hours. Once a student has exceeded 186 attempted hours, that aid will be suspended from subsequent terms.

### **Satisfactory Academic Progress**

Financial aid recipients are classified as full-time (taking 12 or more hours per semester), three-quarter-time (9-11 hours per semester) or half-time (6-8 hours per semester).

To maintain satisfactory academic progress, a full-time student must complete a minimum of 12 credit hours that count toward graduation each semester. The following letter grades do not count toward graduation: WD-withdrawal, F-failure, I-incomplete.

Three-quarter-time students must complete a minimum of 9 credit hours and half-time students must complete a

minimum of 6 credit hours each semester.

If a student repeats a course which was previously passed, the hours received for the repetition of the course do not count for the purpose of determining satisfactory progress.

Students whose work is below the levels shown in the academic suspension chart are failing to make minimum progress toward the degree (see Academic Information).

### **Financial Aid Probation**

At the end of the fall, spring, and summer terms, financial aid recipients who do not make satisfactory academic progress are placed on financial aid probation. A student on financial aid probation is still eligible to receive financial aid.

### **Financial Aid Suspension**

Students on financial aid probation who do not make satisfactory progress and students exceeding the maximum time allowed are placed on financial aid suspension. A student on financial aid suspension is not eligible to receive aid the next semester of attendance.

### **Conditions for Reinstatement**

Students on financial aid suspension may present hours earned during subsequent terms at Southwestern (without financial assistance), or hours transferred from another college or university. These hours will be used to recalculate the student's academic progress. If the suspension was caused by insufficient earned hours, a commensurate number of earned hours must be presented. Each subsequent term involved must in itself meet satisfactory academic progress.

Once students demonstrate satisfactory academic progress again, they are reinstated as eligible recipients and returned to probation for subsequent semesters.

Students on financial aid probation because of incompletes will be fully reinstated upon completion of the required coursework.

### **Appeals Procedure**

Students may appeal either probation or suspension by writing to the Financial Aid Committee listing reasons (e.g., illness, death in the family, or other unusual circumstances) why they did not achieve



satisfactory academic progress. The committee will review the appeal to determine if the student's status should be changed and will notify the student in writing of its decision. Contact the Financial Aid Counselor for specifics regarding appeal.

## **FEDERAL AID**

### **FEDERAL GRANTS**

**Federal Pell Grants:** This federal program provides nonrepayable grants of up to \$4,050 to students who are eligible as determined by the Free Application for Federal Student Aid. The result of the application is used by the Financial Aid Office to determine the amount of the Federal Pell Grant to be awarded. Students wishing to apply for any other federal aid programs are required to apply for a Pell Grant first.

### **FEDERAL LOANS**

The federal program offers a variety of student loans. The student is under full obligation to repay the loans.

#### **Federal Subsidized Stafford/Direct**

**Loans:** Subsidized loans are for students demonstrating financial need. The federal government pays the interest for the student while the student is enrolled and during the six month grace period after graduation. Maximums vary, according to the student's grade level.

#### **Federal Unsubsidized Stafford/Direct**

**Loan:** Unsubsidized loans are available to students who do not demonstrate financial need. It is the same as the Subsidized Stafford Loan except the student is responsible for the interest while enrolled and during the six month grace period.

## **FOR MORE INFORMATION**

**For necessary admissions forms, financial aid forms, or more information, students should write or call:**

**Southwestern College  
Professional Studies  
123 E. Ninth  
Winfield, KS 67156  
620.221.7999**

**1.888.221.9555**

**or:**

**Southwestern College  
Professional Studies Wichita East  
2040 S. Rock Road  
Wichita, KS 67207  
316.684.5335  
1.888.684.5335**

**or:**

**Southwestern College  
Professional Studies Wichita West  
7011 W. Central, Suite 205  
Wichita, KS 67212  
316.946.1116  
1.800.813.4378**

## **CURRICULUM**

### **Major Requirements and Course Descriptions**

#### **COMMON COURSES**

Students majoring in Accounting, Business Administration, Business Quality Management, Computer Operations Technology, Computer Programming Technology, Criminal Justice, Human Resource Development, Manufacturing Technology, Not-For-Profit Management, Operations Management, and Security Management must complete the following common course requirements:

**HRD210 Entrance Seminar.** Overview of the accelerated degree completion format. Student roles, critical thinking and reading, basics of on-line research, procedures and policies. Credit 1 hour.

**ENG420 Business and Administrative Communication.** The study and writing of technical reports, letters, memos, resumes, progress reports, and proposals. The course will also include various functions associated with writing: organization, sentence structure, and grammar in conjunction with rhetorical theory. Credit 3 hours.

**BQM427 Professional Communication and Presentations.** Comprehensive study of the oral communication processes in situations encountered in organizations and professional environments. Intensive analysis of simulated

and real life situations using state-of-the-art presentation methods. Credit 3 hours.

**BUS337 Business Ethics.** An approach to the ethical challenges of a modern business society. The course will utilize the expertise of professionals working in the various areas of business as well as the moral reasoning of ethicists. Credit 3 hours.

**BUS445 Management Decision Making (Aug 04).**

This course introduces the student to statistical methods using quality improvement tools and techniques, and Microsoft Excel applications in a variety of process control functions. Fundamental statistical concepts and techniques are used as the foundation for the development and interpretation of attributes and variables, and as data sources for the purpose of improving processes in business and production environments. Process capability and graphical methods for data presentation are also discussed. Credit 3 hours.

**BQM425 Research Project.** The development of skills required in research, evaluation, implementation, presentation, and feasibility both financial and non-financial. Projects may relate directly to the business or organization in which the student serves or hopes to serve. Credit 3 hours.

**LAS499 Responsibility for the Future.** Seniors with various majors will share learnings and approaches from their different disciplines toward dealing holistically with issues that shape the future, seeking to integrate disciplines and to synthesize knowing, caring, and doing. Credit 3 hours.

## ELECTIVE COURSES

**ACCT 388 Government and Not-For-Profit Accounting.** Reviews the business structure and special needs of financial reporting for not-for-profit entities. Emphasis is on examination of accounting, financial reporting, and budgeting for state and local governments, the federal government, and not-for-profit entities. Credit 3 hours

**BUS218 Business Mathematics.** Practical application of math procedures to business problems. Students will study math used for problem solving in banking, purchasing, inventories, payroll, loans, property ownership, depreciation, taxes, investments, and statistics. Course procedures include quantitative methods and group interaction in class. Credit 3 hours.

**BUS395 Corporate Finance.** An introduction to the long-term and short-term investing and financing decisions required in the financial management of a business. Course procedures include quantitative methods, oral and written communication, group interaction in class.

Prerequisite for BSAD310 Financial Accounting Systems. Credit 3 hours.

**BUS398 Creativity in the Workplace.** Creativity: Historical, biographical, and cinematic examinations of the issue of creativity. Fundamental questions posed: What is creativity? Why do we need to be creative? Are there ways to master creative responses to problems within life planning as well as for academic work? In what way can creativity enhance productivity, interpersonal relations, and professional development in the workplace? Credit 3 hours.

**BQM327/CPT327 (Cross listed) E-Commerce.** Course covers E-Business by defining it, creating a plan, building and designing a web site, addressing security issues, and launching the E-Business. Cross-listed with Computer Operations Technology. Credit 3 hours.

**COT308 Advanced Microsoft Access.** Course requires students to integrate Access with the web, automate tasks with macros and VBA (Visual Basic for Applications), and both manage and secure databases. Prerequisite: 220. Credit 3 hours.

**COT312 Database Development.** This course covers the steps of database applications development. Using database design principles coupled with Microsoft Access database software, the student uses database table structures, design principles, queries, forms and reports, command objects, and macros to fully design a working database model. Credit 3 hours.

**CPT441 Active Server Pages Programming.** Course presents techniques for creating ASP pages and using ASP components to collect and deliver information to databases. Course enables students to design, maintain interactive and dynamic Web applications with the server-based scripting language, Active Server Pages. Credit 3 hours.

**CPT444 XML (Extensible Markup Language).** Students will develop applications with XML that share and access data through the Web and apply the structure and code of XML for business applications that manipulate, share, extract, and store data. Prerequisite: 422. Credit 3 hours.

**ECON326 Economic Theory.** A theory and issues oriented approach to the study of economics. Both microeconomic and macroeconomic principles are explored. Various cases and issues are used to develop the economist's view and contribution to solutions. Prerequisite for BSAD320 Managerial Economics. Credit 3 hours.

**HRD325 Developing Workforce Talent.** This course will focus on the development of a personal development plan that will provide insight into abilities, strengths and weaknesses that help people to succeed professionally. It will focus on skills assessment, career planning,

developing the attributes and talents that help people move both up and laterally in organizations. It will also focus on the current trends in organization effectiveness/development. Credit 3 hours.

**HRD320 Professional Growth and Development.** An assessment of personal and professional life experiences with regard to skills, competencies, and knowledge gained which will produce an understanding of the evolution of the value systems we bring to bear to our professional roles. Credit 3 hours.

**SOCS302 Diversity.** Twofold emphasis: 1) increasing students' awareness of their own ethno cultural roots and the influence of these roots on their world views and interactions with others, and 2) increasing students' understanding of and sensitivity to the experience of being an ethnic minority in the U.S. today. Credit 3 hours.

**SOCS320 Adults in Transition.** This course will focus on adults moving through transitions. The skills necessary to negotiate transitions will be identified. Participants will become aware of various career assessment inventories and other resources available to assist adults confronting career and life changes. Credit 3 hours.

**SOCS310 Women in Business.** With an ever growing number of women in the workforce, there is a need to examine the differing experiences of women. This course is designed to provide students, both women and men, with a foundation for the exploration and analysis of women's experiences in the workplace and their approaches to management. The course will also explore strategies for career development and provide a framework for considering the future of women in business. Credit 3 hours.

**MTCH330 Technical Math 1.** Survey of basic algebraic functions, number lines, signed numbers, coordinates, and conversions. Credit 3 hours.

**MTCH331 Technical Math 2.** Logarithmic and exponential functions, binomial theorem, quadratic equations, basic trigonometry, and geometry. Credit 3 hours.

## General Education Courses

**A selection from the following courses will be required of learners entering the program with 30-48 hours:**

PSC 225 Composition I  
PSC 226 Composition II  
PSC 227 Interpersonal Communication  
PSC 228 Intermediate Algebra  
PSC 229 College Algebra  
PSC 230 The Physical World  
PSC 231 Sociology  
PSC 232 General Psychology

PSC 233 Geography  
PSC 234 Elementary Spanish  
PSC 235 World Civilizations  
PSC 236 Comparative Religion/Philosophy  
PSC 237 Introduction to Computers  
PSC 238 Elementary Statistics

**PSC225 Composition I.** Focuses on developing reading and writing skills necessary for college level coursework. Provides a focus on the writing process, and rhetorical modes utilized in writing.

**PSC226 Composition II.** Emphasizes the writing associated with critical thinking and research, argumentation and persuasion.

**PSC227 Interpersonal Communication.** An overview of interpersonal communication, models, and practices.

**PSC228. Intermediate Algebra.** Provides a review of basic algebra, exponents, radicals, quadratic formula, systems of equations, graphing.

**PSC229 College Algebra.** Provides a review of Intermediate Algebra with more depth in the topics. Also covers logarithmic and exponential functions, the binomial theorem, systems of quadratic equations, and matrices and determinants.

**PSC230 The Physical World.** This course is designed to present a relevant and practical introduction to everyday physical phenomena for students who have little or no previous background in physics. The course is largely descriptive in nature without mathematical emphasis.

**PSC231 Sociology.** A fundamental course which explores the development and interaction of the individual in society with consideration of the culture, structures and functions of societies, social groups and institutions.

**PSC232 General Psychology.** An introduction to the scientific study of behavior and mental processes. Special attention is placed on the scientific method in the exploration of consciousness, learning, motivation, emotion, development, personality, mental disorders, biological factors, social-psychological phenomena, and cognitive processes.

**PSC233 Geography.** An exploration of the major themes in geography—human and environment in interaction, patterns of distribution of natural phenomena affecting human use of the earth, and the cultural patterns of occupancy and exploitation of the natural world.

**PSC234 Elementary Spanish.** A language course with an emphasis on understanding, speaking, reading and writing phrases of practical value. No previous Spanish courses are necessary.

**PSC235 World Civilizations.** A basic introductory survey of world cultures and history which introduces students to the study of the past. The course considers political, social,

economic, cultural, religious and philosophic topics.

**PSC236 Comparative Religion and**

**Philosophy:** Exploration of religion and its role in human life, coupled with a study of the origin and development of significant concepts that have influenced modern man's ideological heritage.

**PSC237 Introduction to Computers:** An introduction to personal computers and the packaged software commonly available to them. It is designed for learners with little or not prior computer experience.

**PSC238 Elementary Statistics:** An introductory course which explores elementary descriptive statistics, binomial and normal distributions, elementary problems of inference, linear correlation and regression, sampling distributions, and hypothesis testing. Designed for the non mathematics major.

## Accounting

Business trends consistently indicate a need for accountants nationally. The Accounting program is a broad based curriculum that will prepare learners to work in the field of accounting in a number of different capacities. This program will provide learners with practical, marketable skills to help them enter a burgeoning job market, while building a solid theoretical foundation for possible preparation for the CPA exam or future graduate coursework.

### B.S., Major in Accounting

#### Major Requirements (46 credit hours)

BUS395 Corporate Finance  
BSAD310 Financial Accounting Systems  
ACCT379 Managerial Accounting  
ACCT380 Financial Accounting I  
ACCT381 Financial Accounting II  
ACCT480 Financial Accounting III  
ACCT382 Federal Income Taxation- Personal  
ACCT482 Federal Income Taxation-Corporate  
ACCT483 Cost Accounting  
ACCT484 Accounting Information Systems  
ACCT490 Auditing Theory and Practice

#### Prerequisites

PSC229 College Algebra  
PSC238 Introduction to Statistics  
BSAD320 Managerial Economics  
ACCT285 Principles of Accounting

#### Common Courses (Required for each major):

HRD210 Entrance Seminar  
ENG420 Business and Administrative Communication  
BQM427 Professional Communication and

Presentations

BUS337 Business Ethics  
BUS445 Management Decision Making  
BQM425 Research Project  
LAS499 Responsibility for the Future

#### Recommended Electives:

ACCT388 Government and Not for Profit Accounting  
BSAD420 Management Information Systems  
BUS394 Marketing  
BSAD410 International Business  
BSAD440 Strategic Management

#### Accounting Courses

##### Department Code ACCT

**BUS395 Corporate Finance.** An introduction to the long-term and short-term investing and financing decisions required in the financial management of a business. Course procedures include quantitative methods, oral and written communication, group interaction in class. Credit 3 hours.

##### **BSAD310 Financial Accounting Systems.**

Accounting and business organizations, recording process, income determination, asset valuation, financial statements, fund statements, ratio analysis, and use of financial accounting information for decision making. Credit 3 hours.

**ACCT379 Managerial Accounting.** An introduction to the principles of Managerial accounting. Topics include the development and use of accounting information to support managerial decision making. Topics include the study of cost accounting emphasizing job order costing, process costing, capital budgeting, and budget control analysis. (Prerequisite: ACCT226 Principles of Accounting)

**ACCT380 Financial Accounting I.** An examination of financial accounting considerations of business transactions. Emphasis is placed on understanding the accounting cycle, the conceptual framework underlying financial accounting and recognition, measurement and reporting of receivables, inventories, property, plant and equipment.

**ACCT381 Financial Accounting II.** Emphasis is placed on liabilities and corporate equity measurement, understanding the recognition, measurement, leases, pensions, reporting of revenue, earnings per share, and critical evaluation of financial goals/performance.

(Prerequisite: ACCT380 Financial Accounting I)  
**ACCT480 Financial Accounting III.** Emphasis is on foreign currency, deferred taxes, segment reporting, derivatives, partnerships, branches, and accounting theory. (Prerequisites: ACCT380 and ACCT381)

##### **ACCT382 Federal Income Taxation- Personal.**

A study of federal income tax law as it applies to individuals. Topics include: filing status, dependents, gross income, itemized deductions,

tax credits, cost recovery, and property transactions.

**ACCT482 Federal Income Taxation-Corporate.**

A study of basic principles of business taxation. This course deals primarily with the federal tax laws as they relate to corporations and partnerships. (Prerequisite: ACCT381)

**ACCT483 Cost Accounting.** A study of cost accounting emphasizing managerial cost information for forecasting, planning, control, and behavior factors, including elements of product costs, job, process, standard, and variable costing systems and procedures.

**ACCT484 Accounting Information Systems.** A study of accounting information systems conceptions and applications. Topics include conceptual foundation of AIS, technology of information systems, design processes and concepts. Emphasis is on developing students' abilities to understand the processing of accounting data (with emphasis on the computer environment) and the controls that are necessary to ensure accuracy and reliability of the data processed by the accounting system.

**ACCT490 Auditing Theory and Practice.** Introduction to theory, concepts and principles of auditing. Emphasizing audit evidence, audit risk, ethical conduct and legal restrictions, professional standards of audit planning, Sarbanes-Oxley compliance, and audit reports.

## Business Administration

Success in the managerial arena is leveraged not only by mastery of business disciplines, but also by demonstration of leadership in a complex business environment. The broad-based curriculum in Business Administration will provide students with practical, marketable skills to help them in the job market, while building a solid theoretical foundation for possible graduate studies.

**B.S., Major in Business Administration  
Major Requirements (43 credit hours):**

BSAD310 Financial Accounting Systems

\*Prerequisite BUS395 Corporate Finance

BSAD320 Managerial Economics

\*Prerequisite Econ326 Economic Theory or approved economics class.

BUS394 Marketing

BSAD340 Legal Environment of Business

BSAD410 International Business

BSAD420 Management Information Systems  
Analysis

BSAD430 Financial Management

BSAD440 Strategic Management

**Common Courses** (Required for each major):

HRD210 Entrance Seminar

ENG420 Business and Administrative  
Communication

BQM427 Professional Communication and  
Presentations

BUS337 Business Ethics

BUS445 Management Decision Making

BQM425 Research Project

LAS499 Responsibility for the Future

**Recommended Elective**

BQM450 Statistical Techniques

### Business Administration Courses

**Department Code: BSAD**

**BSAD310 Financial Accounting Systems.**

Accounting and business organizations, recording process, income determination, asset valuation, financial statements, fund statements, ratio analysis, and use of financial accounting information for decision making. Credit 3 hours.

**BSAD320 Managerial Economics.** Applies models derived from microeconomics, macroeconomics, and international economics to the solution of business problems in a global economy. Prerequisite: ECON326 or approved introductory economics class. Credit 3 hours.

**BUS394 Marketing.** Product concepts from idea to delivery to the ultimate consumer will be examined. Also included will be pricing, promotion, distribution, and planning for the marketing effort. Emphasis on being an informed consumer included. Credit 3 hours.

**BSAD340 Legal Environment of Business.**

Examines the social and governmental structure within which business operates. Addresses labor and employment law, contracts, business torts and crimes, legal process, public issues, and environmental regulations. Credit 3 hours.

**BSAD410 International Business.** Framework for analyzing competitive structure of industries and for formulating strategy within an international context. Study of foreign exchange, balance of payments, and the international monetary system. Credit 3 hours.

**BSAD420 Management Information Systems**

**Analysis.** Evaluation of different types of software and their application in organization. Emphasis on practical skills, spreadsheet modeling, and database design. Techniques for developing systems responsive to managerial needs. Credit 3 hours.

**BSAD430 Financial Management.** Problems and procedures of financial management encountered in normal operations of a corporation. Emphasis on forward-looking financial analysis such as investments, project finance, and risk. Prerequisite: 310 and Bus 395. Credit 3 hours.

**BSAD440 Strategic Management.** Synthesis of major business administration disciplines. It is recommended that this be the last course in the core curriculum. Credit 3 hours.

**Prerequisites:**

BUS395 Corporate Finance  
ECON326 Economic Theory or approved economics class

## Business Quality Management

Business Quality Management gives knowledge and skills immediately applicable to any workplace. The pursuit of quality is a business of necessity and ethics. The curriculum seeks to produce persons capable of assessing the impact of the techniques and philosophies of today's customer-based demands on businesses and organizations. They will learn that customer satisfaction depends on the consistent delivery of top quality. Students will understand the financial functions in business decision making. They will learn the philosophies and techniques needed to become leaders.

### B.S., Major in Business Quality Management

**Major Requirements (40 credit hours):**

BQM301 Business Quality Management  
BQM310 Team Management  
BQM320 Organizational Leadership  
BQM432 Accounting for Management  
BQM444 Project Management  
BQM450 Statistical Techniques  
BUS394 Marketing

**Common Courses** (Required for each major):

HRD210 Entrance Seminar  
ENG420 Business and Administrative Communication  
BQM427 Professional Communication and Presentations  
BUS337 Business Ethics  
BUS445 Management Decision Making  
BQM425 Research Project  
LAS499 Responsibility for the Future

### Business Quality Management Courses Department Code: BQM

**BQM301 Business Quality Management.** An overview of the key elements comprising a superior quality management program and the most accepted techniques (e.g., benchmarking, Baldrige criteria) for achieving quality. Credit 3

hours.

**BQM310 Team Management.** The study of teams and the impact of self-directed teams on continuous improvement. The focus will be on viewing the organization as a series of interactive teams with emphasis on the skills and knowledge essential to organizing teams, evaluating data, measuring progress, plotting accomplishments, and developing empowered teams. Credit 3 hours.

**BUS394 Marketing.** Product concepts from idea to delivery to the ultimate consumer will be examined. Also included will be pricing, promotion, distribution, and planning for the marketing effort. Emphasis on being an informed consumer included. Credit 3 hours.

**BQM320 Organizational Leadership.** A study of leadership models and styles including the principles of the latest leadership thinkers. The focus will be particularly on leadership within organizations emphasizing motivational, decision-making, communication, and employee involvement skills. Special emphasis will be given to diversity management, including minorities and gender issues in the workplace. Credit 3 hours.

**BQM432 Accounting for Management.** Designed to address the needs of the nonfinancial, non-accountant manager. Study will include basic accounting principles as they deal with budgeting, asset value, cost factors, direct labor, overhead, standard cost, positive and negative variances, and spreadsheet analysis. Includes an overview and an examination of activity-based costing. Credit 3 hours.

**BQM444 Project Management.** The study and understanding of project management dealing with knowledge of the product and the environment in which the project is realized. The knowledge of technologies involved, financial, and contractual matters are included. The course will also develop an understanding that human relations and communications are critical to project management. Credit 3 hours.

**BQM450 Statistical Techniques.** A survey of descriptive and inferential statistics, probability theory, sampling theory, hypothesis testing, and study of variability, regression and correlation. Emphasis will be placed on statistical applications and how to apply statistics in reducing large amounts of data into a meaningful form for effective decision making. Credit 3 hours.

## Computer Operations Technology

Computer Operations Technology is designed to provide today's employee with outstanding computer application skills. It is

meant to be functional, flexible, and create an office professional with advanced computer operations skills. The networking environment is stressed along with advanced skills in the complete Microsoft Office software package.

### **B.S., Major in Computer Operations Technology**

#### **Major Requirements (40 credit hours):**

COT220 Microsoft Access  
COT305 Advanced Microsoft Excel  
COT311 Advanced Microsoft Word  
COT313 Project Administration  
COT410 Local Networking (LAN) Fundamentals  
COT411 Website Management  
COT415 Computer Systems Integration

#### **Common Courses (Required for each major):**

HRD210 Entrance Seminar  
ENG420 Business and Administrative Communication  
BQM427 Professional Communication and Presentations  
BUS337 Business Ethics  
BUS445 Management Decision Making  
BQM425 Research Project  
LAS499 Responsibility for the Future

#### **Recommended Electives:**

COT 312 Database Development  
COT308 Advanced Microsoft Access  
CPT 323 VBA, The Internet and MS Office Applications

### **Computer Operations Technology Courses**

#### **Department Code: COT**

**COT220 Microsoft Access.** The course covers the basic steps of database application development. Using Microsoft Access database software, the student develops database tables, queries, forms, and reports to create a working Access database application. Credit 3 hours.

**COT305 Advanced Microsoft Excel.** This course covers advanced uses of Excel, including layout, formulas, built-in functions, graphing, and secondary and derived sheets. Students also learn to manipulate and summarize lists, publish documents, create charts and data maps, and record macros. Credit 3 hours.

**COT311 Advanced Microsoft Word.** Effective preparation of technical documents using Microsoft Word. Covers structure and management of large documents, use of styles and templates, linking and embedding of pictures and drawings, introduces versioning and revisions, and general mark-up. Credit 3 hours.

**COT313 Project Administration.** Introduction to project management using Microsoft Project. Covers tasks, phases, milestones, critical path

tracing, resource planning, budgeting, and skill mix staffing. Credit 3 hours.

#### **COT410 Local Networking (LAN)**

**Fundamentals.** This course covers the networking of computers within a small geographic area using current and emerging Ethernet protocols and includes the functions of internetworking devices such as routers, switches, hubs, and NICs. Network operating systems, delivery media (both physical and wireless), peer networking, server functions, workstation and server hardware, network addressing, and TCP/IP protocols will also be covered. Credit 3 hours.

**COT411 Website Management.** The design and development of websites to support business operations. Includes the study of site design, maintenance, and the integration of databases and other programming functionality to increase the capability of a website to support changing business needs. Credit 3 hours.

#### **COT415 Computer Systems Integration.**

Comprehensive, hands-on course providing basic computer systems service topics as well as more advanced issues pertaining to hardware and operating system configuration, installation, and troubleshooting. Additionally, the course expands the students' practical experience and knowledge in networking maintenance issues, safety, and customer service techniques and management. Credit 3 hours.

## **Computer Programming Technology**

Computer Programming Technology is designed to provide professional programming skills. Students are taught necessary skills to effectively research, document, and develop program applications within the Microsoft Windows environment and beyond. The complete dynamic programming environment is stressed from developing initial algorithms, documenting code, coding, testing, applying and maintaining the designed application.

### **B.S., Major in Computer Programming Technology**

#### **Major Requirements (46 credit hours):**

COT220 Microsoft Access  
CPT432 Visual Basic.Net Programming Essentials I.  
CPT433 Visual Basic. Net Programming Essentials II  
CPT322 SQL Fundamentals  
CPT323 VBA, The Internet & Microsoft Office

Applications  
CPT421 Java Programming Principles 1  
CPT422 Hypertext Markup Language  
Programming  
CPT423 Project: Designing & Programming an  
Application  
CPT431 Java Programming Principles 2

**Common Courses** (Required for each major):

HRD210 Entrance Seminar  
ENG420 Business and Administrative  
Communication  
BQM427 Professional Communication and  
Presentations  
BUS337 Business Ethics  
BUS445 Management Decision Making  
BQM425 Research Project  
LAS499 Responsibility for the Future

**Recommended Electives:**

COT 312 Database Development  
CPT327 E-Commerce  
CPT 441 Active Server Pages Programming  
CPT 444 XML (Extensible Markup Language)

**Computer Programming Technology  
Courses**

**Department Code: CPT**

**COT220 Microsoft Access.** The course covers the basic steps of database application development. Using Microsoft Access database software, the student develops database tables, queries, forms, and reports to create a working Access database application. Credit 3 hours.

**CPT432 Visual Basic.Net Programming Essentials I.** January 04. Includes the essentials of Visual Basic Net applications programming within Microsoft's Visual Studio.Net Integrated Development Environment. Students learn how to develop object-oriented programs, test and debug applications, produce active Windows controls, develop multi-form applications, enhance the graphic user interface and manipulate dates and strings within the .Net platform. Prerequisite: None. Credit 3 hours.

**CPT433. Visual Basic.Net Programming Essentials II.** January 04. Using Microsoft's Visual Basic.Net Integrated Development Environment, students learn advanced concepts on how to work with arrays and collections, structures and files, and XML to build robust business solutions. Advanced skills in object-oriented programming are presented for developing database applications using ADO. Net to produce bound controls and parameterized queries to develop Web forms and services. Prerequisite: CPT432 Visual Basic.Net Programming Essentials I or equivalent. Credit 3 hours.

**CPT322 SQL Fundamentals.** Using SQL Server, students retrieve information from various

relational databases. Beginning with simple queries that retrieve selected data from a single table, it progresses to advanced queries that summarize the data, combine it with data from other tables, and display the data in specialized ways. Credit 3 hours.

**CPT323 VBA, The Internet, and Microsoft Office Applications.** Course focuses on using Visual Basic for Applications programming to support applications in Microsoft Access and Excel. Students use the Object Model for both Access and Excel and produce programs that include declaration and assignment of object, string, date, and numeric variables, selection statements, repetition statements, custom dialog boxes, and ADO data exchange. Prerequisite: COT 220. Credit 3 hours.

**CPT421 Java Programming 1.** Presents Java object oriented programming logic and fundamental techniques from the basic concepts of primitive data types, operations, control statements to user defined methods, objects, classes, class inheritance and GUIs to construct robust business solutions. Credit 3 hours.

**CPT422 Hypertext Markup Language Programming Techniques.** A course designed to have students leverage the power of JavaScript coupled with HTML to build company business sites that deliver state-of-art interactivity and use tools such as image maps, forms, and style sheets to integrate JavaScript with the HTML language to design exquisite sites. Credit 3 hours

**CPT423 Project: Designing and Programming an Application.** The student learns through the design of a complete application how to establish a robust, scalable, and secure business solution using the development and programming tools learned throughout previous computer programming courses. Prerequisite: 4 CPT courses. Credit 3 hours.

**CPT431 Java Programming 2.** The course progresses from programming business applications using arrays and strings through advanced inheritance and composition to handling exceptions and events. Advanced GUIs and graphics are presented with recursion being introduced. Prerequisite: 421. Credit 3 hours.

## Criminal Justice

Criminal Justice provides students with knowledge and skills they can apply immediately in the exercise of law enforcement policies and procedures while simultaneously providing perspectives and knowledge that transcend particular times and places. Management, communication, leadership, psychological, and sociological



aspects of the executive criminal justice professional will be stressed.

### **B.S., Major in Criminal Justice**

**Dept Code: CJUS**

**Major Requirements (43 credit hours):**

CJUS305 Ethics, Responsibility, and Liability  
CJUS310 Problem Oriented Policing  
CJUS317 Police-Community Relations  
CJUS320 Sociological Perspectives  
CJUS405 Cultural Awareness  
CJUS410 Domestic Violence/Substance Abuse  
CJUS415 Maladaptive Behavior  
CJUS420 The Holistic Professional

**Common Courses** (Required for each major):

HRD210 Entrance Seminar  
ENG420 Business and Administrative Communication  
BQM427 Professional Communication and Presentations  
BUS337 Business Ethics  
BUS445 Management Decision Making  
BQM425 Research Project  
LAS499 Responsibility for the Future

### **Criminal Justice Courses**

**Department Code: CJUS**

**CJUS305 Ethics, Responsibility, and Liability.**

A study of policy making and ethical decision making for the criminal justice executive. From the officer on the street, law enforcement administration, through prosecution and into corrections, the practices and ramifications of appropriate action are explored. Credit 3 hours.

**CJUS310 Problem Oriented Policing.** A study of the current move to redefine the relationships between the police and the community by being proactive and focusing on the end result of policing instead of merely responding to calls without determining the causes of problems. The course includes a model for solving problems that encourages police and citizens to work together to build stronger and safer communities. Credit 3 hours.

**CJUS317 Police-Community Relations.** This course provides a comprehensive study of three closely related concepts central to the examination of police community relations. The three concepts of human relations, public relations, and community relations will be introduced, distinguished from each other, and examined. The course will also cover the relationships between the police and different segments of society including youth, crowds, and the media. Credit 3 hours.

**CJUS320 Sociological Perspectives.** This course will focus on the study of the changing elements in our society and how law enforcement officials can effectively deal with the daily

changes. Some topics to be discussed are the aging population, the economically challenged population, racial and ethnic relations, the changing family processes, and how to deal with violence and terrorism in the world today. Credit 3 hours.

**CJUS405 Cultural Awareness.** A study of the differences that may exist between different cultural groups and how those differences may affect police policy determination and conduct in the field. Substantial emphasis will be on those cultural groups likely to be encountered within the communities of this area. Credit 3 hours.

**CJUS410 Domestic Violence/Substance Abuse.** A study of the pressures that lead to and perpetuate domestic violence. The interconnection of substance abuse on this and other social problems will be examined. Treatment options and opportunities for transformational experiences will be reviewed. Credit 3 hours.

**CJUS415 Maladaptive Behavior.** A review of the causes, consequences, and treatment of people who behave abnormally. This course is oriented towards the criminal justice practitioner who must deal with the phenomenon in the field and design departmental policies and practices. Credit 3 hours.

**CJUS420 The Holistic Professional.** Designed to assist students in understanding how to improve supervisory and leadership skills. Areas of strength and areas needing improvement will be identified in order to maintain a balance between work and family and be successful in professional and personal areas of life while dealing with the stresses created by work and family. Credit 3 hours.

## **Human Resource Development**

With the increasing competitive pressure of a global economy and the growing emphasis on employee empowerment, people with highly developed management skills will be the leaders of tomorrow. The human factor remains the key to success. The Human Resource Development curriculum gives students the education necessary for effective management of people and resources.

**B.S., Major in Human Resource Development**

**Major Requirements:**

HRD310 Legal and Regulatory Environment of Human Resources  
HRD330 Microsoft Office Applications  
HRD338 Human Resources Technology  
HRD323 Finance for Non-Financial Managers

HRD345 Managing Human Resources  
BUS328 Organizational Behavior  
HRD324 Performance Management  
ECON325 Economics of Human Resources

**Common Courses** (Required for each major):

HRD210 Entrance Seminar  
ENG420 Business and Administrative  
Communication  
BQM427 Professional Communication and  
Presentations  
BUS337 Business Ethics  
BUS445 Management Decision Making  
BQM425 Research Project  
LAS499 Responsibility for the Future

**Human Resource Development Courses**  
**Department Code: HRD**

**HRD310 Legal and Regulatory Environment of Human Resources.** A survey of the various levels of government statutes and regulations as they affect the human resource function in modern organizations. Credit 3 hours.

**HRD330 Microsoft Office Applications.** The applications involved in Microsoft Office Professional (Word, Excel, Access, PowerPoint, and Schedule) will be surveyed individually as well as their interaction. Emphasis will be on applications that typically benefit the small business or departmental computing. Credit 3 hours.

**ECON325 Economics of Human Resources.** Economic analysis of contemporary labor market and human resource problems. Includes the labor force, education and training, discrimination, inflation and unemployment, theories of labor movement, economic impact of unions and public policy toward labor. Credit 3 hours.

**HRD338 Human Resources Technology.** An understanding of the role of application systems software in supporting the business functions of human resource management. The course will address the strategies and methodologies utilized in the design, development, and deployment of information technology solutions including vendor evaluations and user involvement. Credit 3 hours.

**HRD323 Finance for Non-Financial Managers.** The course will develop an understanding of the role of finance in the business organization. Topics include ratio analysis, creation of financial statements, sources of funds for financial operations, managing the cash flow process, the cost of capital and capital budgeting. In addition, the financial impacts of international operations will be explored. Credit 3 hours.

**HRD345 Managing Human Resources.** A study of the development of the personnel management role, the organization of work, staffing the organization, developing human

resources, creating favorable work environment, management labor relations, compensation, and benefit administration. Credit 3 hours.

**BUS328 Organizational Behavior.** Individual and work group behavior in organizations. Exercises in the dynamics of power, developing leadership, facilitating quality and change, and interpersonal communication skills will be emphasized. Credit 3 hours.

**HRD324 Performance Management.** The student is introduced to the application of the principles and techniques of behavior modification to the performance of individuals and groups in organizations. The course includes application of the ABC analysis and the study of antecedents, behaviors and consequences that can be used to successfully sustain individual and group performance. Credit 3 hours.

## Manufacturing Technology

Manufacturing Technology requires the application of engineering knowledge and methods combined with technical skills in support of engineering activities; it lies in the occupational spectrum between the skilled worker and the engineer at the end of the spectrum closer to the skilled worker. The manufacturing technologist is usually involved in the design, testing, sales, or construction of products, and sometimes in the supervision of workers or other technicians. The manufacturing technologist, a part of the scientific-engineering team, works with the scientist who develops the theory, the engineer who seeks means of making effective use of the theory, and skilled workers who construct the finished product.

### B.S., Major in Manufacturing Technology

**Major Requirements (40 credit hours):**

MTCH304 Manufacturing Processes  
MTCH310 Statistical Methods for Quality Control  
MTCH320 Management Practices  
MTCH403 Engineering Economics  
MTCH404 Material Handling and Plant Layout  
MTCH407 Human Factors and Safety  
MTCH410 Engineering Sciences  
MTCH420 Contemporary Manufacturing Issues

**Common Courses** (Required for each major):  
HRD210 Entrance Seminar  
ENG420 Business and Administrative

Communication  
BQM427 Professional Communication and Presentations  
BUS337 Business Ethics  
BQM425 Research Project  
LAS499 Responsibility for the Future

**Recommended Electives:**

MTCH330 Technical Math 1.  
MTCH331 Technical Math 2.

**Manufacturing Technology Courses**

**Department Code: MTCH**

**MTCH304 Manufacturing Processes.** A complete survey of the principles of metal forming, machining, fabrication, casting, forging. Plastics manufacturing and processes. Assembly processes. Computer- aided manufacturing. Credit 3 hours.

**MTCH310 Statistical Methods for Quality Control.** This course will develop techniques used in evaluating processes and detecting potential defects to ensure product specifications. Topics covered include measuring sensors for processability, understanding of specifications, and the problem solving methods for continuous improvement. Credit 3 hours.

**MTCH320 Management Practices.** A study of management practices used in modern organizations to achieve corporate goals and encourage self-actualization of employees. Credit 3 hours.

**MTCH403 Engineering Economics.** Principles for making decisions among competing engineering alternatives on the basis of their return on investment. Credit 3 hours.

**MTCH404 Material Handling and Plant Layout.** Each of the components of a handling system studied independently and as an integral part of material handling and plant layout as they support all phases of a production activity. Emphasis on protection of parts during handling and storage. Optimization of product flow. Credit 3 hours.

**MTCH407 Human Factors and Safety.** This course reviews anthropometry techniques, lighting and workplace effectiveness, noise and vibration, and repetitive motion as they contribute to work place injuries such as tendonitis, carpal tunnel syndrome, rotator cuff injury, and tenosynovitis. Study in this area is concerned with effective and safe application of people as elements of a system. Credit 3 hours.

**410 Engineering Sciences.** This course is structured to review and provide the student an understanding of basic engineering sciences of statics, dynamics, materials, metallurgy, and mechanics as applied to basic requirements of a manufacturing technologist. Credit 3 hours.

**420 Contemporary Manufacturing Issues.** This course will primarily focus on Lean Manufacturing and Six Sigma. There will also be some

explanations of re-engineering, theory of constraint methodology, total productive maintenance, Poke-Yoka, the five S's, and other related methodologies. Credit 3 hours.

## Not-For Profit Management

Today's not-for-profit (NFP) organizations require the same level of management talent as Fortune 500 companies. Salaries and skill levels are growing rapidly in the NFP arena, with diverse career opportunities in educational, religious and social service organizations, governmental agencies and municipalities.

### **B.S. Major in Not-For Profit Management**

#### **Major Requirements (42 credit hours)**

NFP339 The Not-For-Profit Sector  
NFP310 Not-For Profit Accounting  
NFP336 Public Policy  
NFP350 Resource Development for NFP  
NFP420 Strategic Planning for NFP Organizations.

#### **Electives (Minimum of 9 credit hours required)**

BSAD320 Managerial Economics\*  
BUS328 Organizational Behavior\*  
BSAD410 International Business\*  
BQM310 Team Management\*  
BQM320 Organizational Leadership\*  
HRD345 Managing Human Resources\*  
NFP459 NFP Practicum/Internship

#### **Common Classes (Required of all learners)**

HRD210 Entrance Seminar  
ENG420 Business and Administrative Communication  
BQM427 Professional Communication and Presentations  
BUS337 Business Ethics  
BUS445 Management Decision Making  
BQM425 Research Project  
LAS499 Responsibility for the Future

### **Not-For-Profit Management Courses**

#### **Department Code: NFP**

**NFP339 The Not-For-Profit Sector.** An exploration of the goals of the Not-For-Profit (NFP), Private Volunteer Organization (PVO) and Non-Governmental Organization (NGO)) and the wide variety of issues faced by employees and managers in these organizations. Topics include managing volunteers, public and client relationships, grant writing, budget management, accounting/reporting requirements, staff motivation and development, strategic planning, mission development, staffing and more. (Prerequisite: Economics class).Credit 3 hours.

**NFP310 Not for Profit Accounting Principles.**

An introduction to accounting concepts and practices relating specifically to not-for-profit and governmental entities. (Prerequisite: An introductory accounting course). Credit 3 hours.  
**NFP336 Public Policy.** The course explores governmental and business policy decisions and governmental regulations affecting business as well as the social responsibility of business and includes examination of economic considerations of policy decisions and as a tool of administration. Credit 3 hours.

**NFP350 Resource Development for NFP.** The course will cover the primary financial management issues faced in NFP, NGO, and PVO organizations. Topics will cover fundraising, grant writing, development of strategic partnerships and the allocation and distribution of funds. Learners will develop an actual grant proposal for a Request for Proposal (RFP) from a fund raising agency during the course. Credit 3 hours.

**NFP420 Strategic Planning for NFP Organizations.** An introduction and analysis of the unique strategies employed by NFP organizations with regard to growth, revenue/cost management, promotion, product/service distribution and development. Credit 3 hours.

**Elective Courses** (Minimum of 9 credit hours required)

**BSAD320 Managerial Economics.** Applies models derived from microeconomics, macroeconomics, and international economics to the solution of business problems in a global economy. Prerequisite: ECON326 or approved introductory economics class. Credit 3 hours.

**BUS328 Organizational Behavior.** Individual and work group behavior in organizations. Exercises in the dynamics of power, developing leadership, facilitating quality and change, and interpersonal communication skills will be emphasized. Credit 3 hours.

**BSAD410 International Business.** Framework for analyzing competitive structure of industries and for formulating strategy within an international context. Study of foreign exchange, balance of payments, and the international monetary system. Credit 3 hours.

**BQM310 Team Management.** The study of teams and the impact of self-directed teams on continuous improvement. The focus will be on viewing the organization as a series of interactive teams with emphasis on the skills and knowledge essential to organizing teams, evaluating data, measuring progress, plotting accomplishments, and developing empowered teams. Credit 3 hours.

**BQM320 Organizational Leadership.** A study of leadership models and styles including the principles of the latest leadership thinkers. The focus will be particularly on leadership within organizations emphasizing motivational, decision

making, communication, and employee involvement skills. Special emphasis will be given to diversity management, including minorities and gender issues in the workplace. Credit 3 hours.

**HRD345 Managing Human Resources.** A study of the development of the personnel management role, the organization of work, staffing the organization, developing human resources, creating a favorable work environment, management labor relations, compensation, and benefit administration. Credit 3 hours.

**NFP459 Practicum/Internship.** Credit 3 hours.

## Operations Management

The Operations Management major provides the knowledge and skills necessary to be a successful manager of a business operation within an integrated supply chain. Concepts covered include: personnel management, process management and analysis, scheduling, project administration, six sigma and legal and regulatory compliance issues affecting business operations.

### B.S., Major in Operations Management Major Requirements (43 credit hours):

OMGT310 Operations Management I  
COT313 Project Administration  
BQM301 Business Quality Management  
OMGT311 Six Sigma Green Belt I  
HRD345 Managing Human Resources  
OMGT410 Operations Management II  
OMGT415 Supply Chain Management  
BQM432 Accounting for Management

### Common Courses (Required for each major):

HRD210 Entrance Seminar  
ENG420 Business and Administrative Communication  
BQM427 Professional Communication and Presentations  
BUS337 Business Ethics  
BUS445 Management Decision Making  
BQM425 Research Project  
LAS499 Responsibility for the Future

### Recommended Electives

MTCH318 Quality Science 8  
MTCH319 Quality Science 9  
BQM320 Organizational Leadership  
BUS328 Organizational Behavior  
OMGT Logistics Management  
OMGT425 Managing Technological Change and Innovation

OMGT430 Contemporary Operations Management Issues  
BSAD340 Legal Environment of Business  
OMGT435 Simulation Modeling for Managerial Decisions  
OMGT440 Design of Work Systems  
BSAD420 Management Information System Analysis  
BSAD440 Strategic Management

### **Operations Management Courses**

**Department Code: OMTG**

#### **OMGT 310 Operations Management I.**

Overview of the salient aspects of operations management related to process analysis, product and service delivery design, work measurement, reliability and quality. This course is the first course in a two part series. Discussion of the aspects of operations strategy, supply chain management, competitive advantage and the management of operations in a global environment are included. Credit 3 hours.

**COT 313 Project Administration.** An introduction to project management using Microsoft Project. Covers tasks, phases, milestones, critical path tracking, resource planning, budgeting, and skill-mix staffing. Credit 3 hours.

**BQM 301 Business Quality Management.** An overview of the key elements comprising a superior quality management program and the most accepted techniques (e.g. benchmarking) for achieving quality. Credit 3 hours.

**OMGT 311 Six Sigma Green Belt I.** This course is the first of a two part series to prepare professionals to participate on teams that are designed to improve, redesign, and create efficient, customer-focused business processes. It will provide an understanding of how Six Sigma integrates tools and best practices from various disciplines into a more powerful system of management. The teaming aspects critical to Six Sigma will be described. Credit 3 hours.

**HRD 345 Managing Human Resources.** A study of the development of the personnel management role, the organization of work, staffing the organization, developing human resources, creating favorable work environments, management-labor relations, compensation and benefit administration. Credit 3 hours.

**OMGT 410 Operations Management II.** Overview of layout strategy, forecasting and constraint theory. This course is the second course in a two part series. Includes a detailed investigation of planning and scheduling strategies that are applicable to a broad range of business situations and an introduction to simulation. Credit 3 hours.

**OMGT 415 Supply Chain Management.** Intricacies of supply chain management and disruptive factors that influence the supply chain

are studied. Includes an analysis of current practices that reflect maximum supply chain reliability and sustain delivery integrity. Credit 3 hours.

#### **BQM 432 Accounting for Management.**

Designed to address the needs of the non-financial, non-accountant manager. Study will include basic accounting principles as they deal with budgeting, asset value, cost factors, direct labor, overhead, standard cost, positive and negative variances, and spreadsheet analysis. Credit 3 hours.

#### **Elective Courses**

**MTCH 318 Quality Science 8.** Course is designed to acquaint students with the body of knowledge contained in the American Society for Quality (ASQ) for Six Sigma Black Belt Exam.

This course is the first in a two part series. Subjects covered in this course include enterprise-wide deployment, business process management, project management, six sigma improvement methodology, and both tools-define and tools-measure. Credit 3 hours.

**MTCH 319 Quality Science 9.** Course is designed to acquaint students with the body of knowledge contained in the American Society for Quality (ASQ) for Six Sigma Black Belt exam.

This course is the second in a two part series. Subjects covered in this course include six sigma improvement methodology (tools-analyze, tools-improve, and tools-control), lean enterprise, and design for six sigma. Credit 3 hours.

**OMGT 420 Logistics Management.** Includes the study of transportation modalities and the pre-positioning of raw materials and components to ensure efficient business operations. Supplier certification processes and effective techniques to manage and schedule the movement of goods and services will be discussed. Credit 3 hours.

**OMGT 425 Managing Technological Change and Innovation.** Focuses on the two perspectives required to successfully manage and implement change and innovation within a work culture. Applicable individual, group and organizational theory will be paired with the study of innovation theory and practice. Credit 3 hours.

**OMGT 430 Contemporary Operations Management Issues.** Provides an overview of contemporary issues faced by management in managing complex operations. Emphasis is placed on topics of current interest. Includes the development of a future state analysis to project results from postulated solutions to contemporary issues. Credit 3 hours.

**OMGT 435 Simulation Modeling for Managerial Decisions.** Study of the nature and purpose of computer simulation models. Topics include data collection and analysis. Provides the opportunity to plan and design simulations for facilities, manufacturing, material handling, warehousing, distribution, sales and marketing

business scenarios. Credit 3 hours.

**OMGT 440 Design of Work Systems.** An examination of the interaction among individual, job design and work environment factors and design choices. Topics include work analysis, communication, job satisfaction, motivation, productivity, job and work environment redesign and socio-technical design choices. Credit 3 hours.

**OMGT 312 Six Sigma Green Belt II.** This course is the second in a two-part series and will emphasize the quantitative and problem solving techniques associated with Six Sigma. Statistical Process Control (SPC) and how it is used for monitoring, analyzing, and improving quality will be covered. In addition, analysis of histograms and machine/process capability will be studied. Proficiency with problem solving tools will be gained through practical application. Methods for achieving continuous improvement will be discussed. The Green Belt candidates must successfully complete a process/quality improvement project in the second of the two course series. Credit 3 hours.

**Suggested electives from other majors:**

BSAD420 Management of Information Systems Analysis

BSAD440 Strategic Management  
BQM320 Organizational Leadership  
BUS 328 Organizational Behavior  
BSAD340 Legal Environment of Business

## Security Management

With the increasing need for security in a changing world, security professionals with expertise in all aspects of security management and operational administration will be in demand. Security professionals will enable private and public organizations to strengthen existing security measures and initiate policies and procedures to ensure a safe and secure working environment, as well as to prevent or limit organizational losses.

**Major Requirements (43 credit hours):  
Changes October 04**

SMGT311 Introduction to Security **(Replaces SMGT310 Security Management)**  
SMGT315 Physical Security  
SMGT320 Information Security  
SMGT321 Homeland Security Fundamentals **(Replaces SMGT325 Personnel Security)**  
SMGT411 Loss Prevention and Crime Prevention **(Replaces SMGT410 Vulnerability, Loss Prevention and Risk Management)**  
SMGT415 Legal Aspects of Security

SMGT420 Emergency Planning  
SMGT424 Terrorism-Motivations and Adversaries **(Replaces SMGT425 Bio-Terrorism)**

**Common Courses** (Required for each major):

HRD210 Entrance Seminar  
ENG420 Business and Administrative Communication  
BQM427 Professional Communication and Presentations  
BUS337 Business Ethics  
BUS445 Management Decision Making  
BQM425 Research Project  
LAS499 Responsibility for the Future

**Recommended Electives**

BUS328 Organizational Behavior  
BQM320 Organizational Leadership  
SMGT330 Media Management (Omit)  
SMGT335 Security Investigation Techniques  
SMGT340 Fire Protection Systems  
SMGT430 Contemporary Issues in Security Management  
SMGT435 Industrial Espionage

### Security Management Courses

**Department Code: SMGT**

**SMGT311 Introduction to Security.** The course includes a detailed review of the representative duties of the professionals engaged in private and public security. It focuses on the latest trends, concerns, and issues in the security industry today. This includes specific threat analysis, countermeasures, the security function, fundamentals of defense. The course will also provide an overview of the historical development of security. Credit 3 hours.

**SMGT315 Physical Security.** Examines physical design, risk assessment, security surveys, barriers, locks, lighting, alarms, entry control, closed circuit television and digital recording systems. The overall process of physical protection system design and integration is also extensively covered. Credit 3 hours.

**SMGT320 Information Security.** Provides a framework for analyzing current and projected data and information exposure within an organization. Includes the study of firewalls, virus prevention techniques, network security and common forms of cyber crime. Credit 3 hours.

**SMGT321 Homeland Security Fundamentals.** Provides a diverse group of topics related to homeland security. Topics covered include, but are not limited to, critical infrastructure sectors and protection, weapons of mass destruction planning and response strategies, national security, and public management. There is also a review of the essential coordination and

communication between government agencies and private entities. Credit 3 hours.

**SMGT411 Loss Prevention and Crime Prevention.** Examines the security function and issues from a loss prevention and crime prevention perspective. It specifically shows how to avoid or minimize losses with a wealth of practical information. This includes, but is not limited to, community-oriented policing, workplace violence, internal theft controls, executive protection, awareness, retail security, high-rise security and fire life safety, personal safety and self defense, designing crime risk management systems, financial institution security, telecommunications fraud, and counterespionage strategies. Credit 3 hours.

**SMGT415 Legal Aspects of Security.** Provides a thorough overview of the legal issues and concepts that security professionals must be familiar with while operating in public or private organizations. A review of legal rights available to security officers, corporations, partnerships, and individually owned businesses for the protection of their property from theft by employees, customers and others is covered. The law of arrest, search and seizure, detention, surveillance and legal consequences are also examined. Credit 3 hours.

**SMGT420 Emergency Planning.** Provides a practical process of disaster response planning and mitigation for security professionals working in both public and private organizations. A review of the Federal Emergency Management Agency (FEMA) is covered as well as an examination of the roles, responsibilities, and interrelationship between FEMA, state and local emergency management systems and other critical partners. The government's emergency resources available before, during and after crises are also explained. The fundamental disciplines of emergency management are covered as well. Credit 3 hours.

**SMGT424 Terrorism—Motivations and Adversaries.** Reviews the events, ideas, motivations and histories that result in terrorist acts, as well as an examination of the theories that help explain this volatile behavior the international and domestic terrorism as well as domestic extremist groups in the United States. A conceptual overview of terrorism, progresses to a focused discussion of the terrorists, investigates the nuances of the terrorist trade, and concludes with a final analysis of modern terrorism. 3 hours.

#### **Elective Courses**

**SMGT330 Media Management. (Recommend removal)** Provides an overview of effective media management techniques and includes a variety of case study scenarios that require the preparation of press releases and statements to the media for a variety of security and emergency management related events. Includes the study

of historical events and the effective media management techniques that were employed. Credit 3 hours.

**SMGT335 Security Investigation Techniques.** Includes the study of interviewing and interrogation techniques that are appropriate for employee investigations relating to business fraud, discrimination or harassment. The separation of fact from attribution relative to witness observations is included. Credit 3 hours.

**SMGT 340 Fire Protection Systems.** Selection and ongoing management of a fire protection strategy for a business is discussed. Includes preparation of a master fire protection plan and facility design choices to minimize structural damage. Common fire protection devices and their effectiveness in specific scenarios are emphasized. Credit 3 hours.

**SMGT 430 Contemporary Issues in Security Management.** A survey of contemporary issues affecting the conduct of personnel engaged in managing security within organizations and businesses. Includes an analysis of the impact recent legislation on internal security processes and procedures. Mechanisms and plans to facilitate data exchange with public safety organizations at the local, regional, and national level are discussed. Credit 3 hours.

**SMGT 435 Industrial Espionage.** Reviews current theories on cyber terrorism and the range of options available to organizations to mount a defense. Includes technological and management approaches to prevention and detection. Credit 3 hours.

## **Nursing**

Registered nurses (RNs) with a diploma or an associate degree in nursing and at least one year of full-time practice may acquire a baccalaureate degree in nursing. This educational program builds on the RN student's previous learning experience. Course work is not a repeat of previously-learned material. This educational opportunity is in agreement with the mission of Southwestern College and that of the Department of Nursing. Southwestern College evaluates a diploma from a school of nursing as equivalent to 40 hours credit at a two-year college.

### **B.S.N., Major in Nursing**

#### **Major requirements (41 credit hours):**

HRD210 Entrance Seminar  
NURS310 Introduction to Professional Nursing Education  
NURS332 Caring: A Foundation for Nursing

NURS333 Health Promotion: A Framework for Nursing Practice  
NURS334 Theories, Trends, and Issues in Nursing  
NURS442 Research Applications in Nursing  
NURS336 Health Assessment  
NURS345 Nursing Research  
NURS400 Ethical and Legal Dilemmas in Nursing  
NURS410 Community Health Nursing  
NURS426 Culturally Competent Nursing  
NURS440 Nursing Management  
PSC238 Elementary Statistics  
LAS499 Responsibility for the Future  
Economics 3 credit hours

## **Nursing Courses**

### **Department Code: NURS**

**HRD210 Entrance Seminar.** Overview of the accelerated degree completion format.

Discussion of student roles, critical thinking and reading, basics of online research, procedures and policies. Credit 1 hour.

**NURS310 Introduction to Professional Nursing Education.** An introduction to the concept of professionalism, and to BSN education. Exploration of program philosophy and mission, and of skills necessary to be a successful adult student. Student roles, critical thinking, and scholarly work are addressed. Credit 1 hour.

**NURS332 Caring: A Foundation for Nursing.** Analysis of the concept of caring with exploration of caring theory, relationships, influences and behaviors, and development of caring for self and others, as the essence of nursing. Credit 3 hours.

**NURS333 Health Promotion: A Framework for Nursing Practice.** Health promotion and disease prevention as a framework for nursing practice are explored from a theoretical, philosophical and historical perspective. Consideration of clients as individuals with health issues is approached from a positive orientation. Credit 3 hours.

**NURS334 Theories, Trends, and Issues in Nursing.** Past, present, and future of nursing. Analysis of the impact of current health-care system dynamics on nursing roles. Credit 3 hours.

**NURS442 Research Applications in Nursing.** Application of the research process to nursing, and exploration of evidence based practice. Basic statistical methods for conducting research are explored and research results are interpreted. Prerequisite: NURS345 Nursing Research

**PSC238 Elementary Statistics.** An introductory course which explores elementary descriptive statistics, binomial and normal distributions, elementary problems of inference, linear correlation and regression, sampling distributions, and hypothesis testing. Designed for the non mathematics major.

**NURS336 Health Assessment.** Comprehensive

health assessment foundational for professional nursing practice. Credit 3 hours.

**NURS345 Nursing Research.** Principles of research and identification of applications to nursing practice. Experiences in the research process through writing a proposal and critical evaluation of written research. Students must successfully complete this course before enrolling in NURS 335. Credit 3 hours.

Prerequisite: Successful completion of two nursing courses.

**NURS400 Ethical and Legal Dilemmas in Nursing.** Ethical principles and legal issues associated with nursing and health care.

Emphasis on personal introspection and self-understanding are emphasized. Credit 3 hours

**NURS410 Community Health Nursing.** Development of an understanding of the concept of community as partner as the basis for nursing practice in and for the community. Emphasis is on theories critical to understanding the community as partner, the process of community as partner, and strategies for health promotion. Credit 3 hours: classroom and practicum experience.

**NURS426 Culturally Competent Nursing Care.** Cultural diversity, as well as universality are emphasized in comparing beliefs, values, and practices pertaining to health, care expressions, and well being among cultural groups.

Communication to convey mutual understanding of thoughts, feelings and actions is emphasized. Directed on-line reading, learning, interaction and individually scheduled practicum. Credit 3 hours: classroom and practicum experience.

**NURS440 Nursing Management.** Exploration of management skills necessary to function as a professional practitioner within today's health-care organizational hierarchy. Practicum component includes observation of management skills as they are applied in an organizational setting. Credit 3 hours: classroom and practicum experience.

**LAS499 Responsibility for the Future.** Seniors with various majors will share learnings and approaches from their different disciplines toward dealing holistically with issues that shape the future, seeking to integrate disciplines and to synthesize knowing, caring, and doing. Credit 3 hours.

Note: Electives deleted Jan. 04

## **Pastoral Studies**

This program provides students with preparation for graduate study, for professional study, or for a wide range of occupations for those persons pursuing service within any Protestant Christian



denomination and for further theological education and for ordination.

### **B.A., Major in Pastoral Studies**

#### **Major requirements (40 credit hours):**

HRD210 Entrance Seminar  
PHIL 225 Critical Thinking  
REL200 Bible Survey  
REL215 Understanding the Old Testament  
REL216 Understanding the New Testament  
REL301 Systematic Theology  
REL320 Pastoral Composition and Writing  
REL333 The Church: Origins to the Middle Ages  
REL334 The Church: Renaissance to the Present  
REL340 Hermeneutics  
REL401 Theological Systems  
REL402 Theological Issues  
REL415 Denominational Heritage and Structure  
LAS499 Responsibility for the Future

#### **Recommended Electives:**

REL305 Applications in Youth Ministry  
REL325 Basic Preaching  
REL332 Caring in the Church Community  
REL420 Evangelism  
REL425 Church Administration and Finance

### **Pastoral Studies Courses**

#### **Department Code: REL**

**PHIL225 Critical Thinking.** This course introduces students to critical thinking skills necessary to recognize various forms of argumentation regularly employed in philosophical and theological writings. It includes learning to recognize informal fallacies and developing skill in analyzing and summarizing arguments. Credit 3 hours.

**REL200 Bible Survey.** An introduction to the basic content of the Biblical books. The main objective of this course is to help students gain a solid overview and to discern major scriptural themes. Credit 3 hours.

**REL215 Understanding the Old Testament.** A study of the Hebrew scriptures seeking to understand them in their original context and thus their significance for today. Prerequisite: REL200. Credit 3 hours.

**REL216 Understanding the New Testament.** The origin and development of the Christian religion as expressed in the New Testament. We will seek to understand the Christian scriptures in their original context and thus their significance for today. Prerequisite REL200. Credit 3 hours.

**REL301 Systematic Theology.** The study of Christian theology from the classical, systematic tradition. Credit 3 hours.

**REL320 Pastoral Composition and Writing.** Ministry requires sound communication skills. This course takes the student beyond basic competency to mastery of the written word. Credit 3 hours.

**REL333 The Church: Origins to the Middle Ages.** This course introduces students to the major events and personalities that helped to shape the church in the West, especially in terms of its basic doctrines and practices, from the origins of the church to roughly 1300. Credit 3 hours.

**REL334 The Church: Renaissance to the Present.** This course introduces students to the major events and personalities that helped to shape the church in the West, especially in terms of its basic doctrines and practices, from roughly the fourteenth century to the present. It is a continuation of Religion 333. Credit 3 hours.

**REL340 Hermeneutics.** An introduction to the basic principles involved in interpreting and understanding texts. The course will look at such questions as the relationship and understanding between author, the text, the reader(s), and the community in which these materials come together. Prerequisite: REL200. Credit 3 hours.

**REL401 Theological Systems.** An introduction to the basic characteristics of theological systems in the twentieth century. Prerequisite: REL301. Credit 3 hours.

**REL402 Theological Issues.** A study of specific theological issues ranging from the sacraments to modern theological systems. Prerequisite: REL401. Credit 3 hours

**REL415 Denominational Heritage and Structure.** This course is designed to assist students in the knowledge of their chosen denomination as it relates to the universal Church. Independent research and personalized instruction will be part of the learning process. Credit 3 hours.

#### **Recommended Electives**

**REL305 Applications in Youth Ministry.** Comprehensive youth ministry foundational to local church work. Emphasis on equipping students to practice youth ministry in the local church by exploring a variety of theories, techniques, and resources. Credit 3 hours.

**REL332 Caring in the Christian Community.** The course will help students become better informed as caring ministers and more effective in developing care ministries in their local settings. Students will learn to use a method of critical reflection in praxis, through which they can identify where suffering is occurring, analyze the causes of suffering, and imagine responses by which suffering can be alleviated with caring. Credit 3 hours.

**REL325 Basic Preaching.** Though a form of public speaking, preaching is different in many important respects. This course is designed to help the student develop skills in delivering a sermon. Credit 3 hours

**REL420 Evangelism.** This course is designed to help the student gain theoretical and practical education in Christian evangelism. Credit 3

hours.

**REL425 Church Administration and Finance.** This course will help students evaluate the administrative and financial aspects of ministry. Credit 3 hours.

## Certification Preparation Coursework

### American Society for Quality (ASQ)

**MTCH311 Quality Science 1 (CQT).** Course is designed to acquaint students with the body of knowledge contained in the American Society for Quality (ASQ) exam for Certified Quality Technician. Subjects include quality concepts and techniques, practical statistical methods, metrology and calibration, inspection and test, quality audits and preventive corrective action. Credit 3 hours.

**MTCH312 Quality Science 2 (CQE).** Course is designed to acquaint students with the body of knowledge contained in the American Society for Quality (ASQ) exam for Certified Quality Engineer. Subjects covered include quality systems, management, leadership, product and process quality, reliability, quantitative methods, quality improvement, and assuring product/process quality. Credit 3 hours.

**MTCH313 Quality Science 3 (CQA).** Course is designed to acquaint students with the body of knowledge contained in the American Society for Quality (ASQ) exam for Certified Quality Auditor. Subjects include auditor skills and conduct, audit reporting, planning and conducting an audit, audit program management, and corrective action. Credit 3 hours.

**MTCH314 Quality Science 4 (CMI).** Course is designed to acquaint students with the body of knowledge contained in the American Society for Quality (ASQ) exam for Certified Mechanical Inspector. Subjects include inspection and test, technical math, statistical techniques, quality improvement, and measurement tools. Credit 3 hours.

**MTCH315 Quality Science 5 (CQM).** Course is

designed to acquaint students with the body of knowledge contained in the American Society for Quality (ASQ) exam for Certified Quality Manager. Subjects include leadership, strategy development, management tools, customer focus, supplier performance, management and training development. Credit 3 hours.

**MTCH316 Quality Science 6 (CRE).** Course is designed to acquaint students with the body of knowledge contained in the American Society for Quality (ASQ) exam for Certified Reliability Engineer (CRE). Subjects covered include reliability management, probability and statistical tools, modeling and prediction, data collection and analysis and corrective action, reliability tools in design and development, maintainability and availability, reliability testing, and product safety and liability. Credit 3 hours.

**MTCH317 Quality Science 7 (CQIA).** Course is designed to acquaint students with the body of knowledge contained in the American Society for Quality (ASQ) Certified Quality Improvement Associate (CQIA) exam. Subjects covered include quality basics, teams, and continuous improvement. Credit 3 hours.

**MTCH318 Quality Science 8.** Course is designed to acquaint students with the body of knowledge contained in the American Society for Quality (ASQ) for Six Sigma Black Belt exam. This course is the first in a two part series. Subjects covered in this course include enterprise-wide deployment, business process management, project management, six sigma improvement methodology, and both tools-define and tools-measure. Credit 3 hours.

**MTCH319 Quality Science 9.** This course is the second in a two part series Course is designed to acquaint students with the body of knowledge contained in the American Society for Quality (ASQ) Six Sigma Black Belt certification exam. Subjects covered in this course include six sigma improvement methodology (tools-analyze, tools-improve, and tools-control), lean enterprise, and design for six sigma. Credit 3 hours.

**MTCH320 Quality Science 10 (CSQE).** This course is designed to acquaint students with the bodies of Knowledge contained in the American Society for Quality (ASQ) exam for Certified Quality Engineer (CSQE). This course will prepare the individual with a comprehensive understanding of software quality development and implementation; students will have a thorough understanding of software inspection, testing, verification, and validation; and can implement software development and maintenance processes and methods. Credit 3 hours.

Quality Science courses have special requirements regarding years of experience in the field. Those requirements are detailed in the applications for the various certification exams.

For more information, contact a center staff member.

## **Educational Society for Resource Management (APICS)**

### **PRMG201 Introduction to Materials**

**Management.** This course provides an overview of all activities in the flow of material from the supplier through the consumer. Such activities include physical supply, operations planning and control, and physical distribution. Major emphasis is placed on operations planning and control. Course introduces students to the bodies of knowledge contained in the in the Education Society for Resource Management (APICS) certification for Production and Inventory Management (CPIM). 3 credit hours.

## **Certified in Production and Inventory Management (CPIM)**

### **PRMG305 Basics of Supply Chain**

**Management.** This is an introductory course for production and inventory management personnel and CPIM candidates. The course provides basic definitions and concepts for planning and controlling the flow of materials into, through, and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. In addition, the course addresses types of manufacturing systems, forecasting, master planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and just-in-time manufacturing. Credit 1.5 hours.

**PRMG306 Master Planning of Resources.** In this course, students explore processes used to develop sales and operations plans, identify and assess internal and external demand and forecasting requirements, and effect an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to the environment and developing and validating the master schedule. Credit 1.5 hours.

### **PRMG307 Detailed Scheduling and Planning.**

This course focuses on material and capacity scheduling and planning. It includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. The course also introduces material-dominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirement planning, including processor-dominated scheduling. Credit 1.5 hours.

### **PRMG308 Execution and Control of**

**Operations.** This course focuses on three main areas: prioritizing and sequencing work, executing work plans, implementing controls, and reporting activity results, and evaluating and providing feedback on performance. The course explains techniques for scheduling and controlling production and process operations. It also addresses the execution of quality initiatives and continuous improvement plans as well as controlling and handling inventories. Finally, the course presents techniques for evaluating performance and collecting data for effective feedback. Credit 1.5 hours.

### **PRMG309 Strategic Management of**

**Resources.** In this course, students explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring integrating operation processes to support the strategic plan, and implementing change. Credit 1.5 hours.

## **Certified Integrated Resource Management (CIRM)**

### **MTCH341 Integrated Resource Management I (Enterprise Concepts and Fundamentals).**

Introduces the concept of the value-driven enterprise, covering strategic fundamentals and organizational framework. In addition to providing an overview of the other CIRM modules it addresses the four basic support processes (quality, human resources, finance, and information systems) that enable business processes to support enterprise values.

Prerequisite: CPIM certification or "Basics of Supply Chain Management". Credit 1.5 hours.

### **MTCH342 Integrated Resource Management II (Identifying and Creating Demand).**

Deals with the business processes involved in the definition of the marketplace and in selling the products the enterprise has available, or is willing to develop.

These business processes include strategies and tactics that identify, define, and quantify customer wants and needs and how to communicate through the rest of the enterprise to effectively deliver products and services that add value for customers. Prerequisite: MTCH341 or CPIM certification with instructor approval. Credit 1.5 hours

### **MTCH343 Integrated Resource Management III (Designing Products and Processes).**

Examines the systems, approaches, and strategies used by the enterprise to convert a need or innovation into a product, process, or service that meets both the enterprise and customer expectations. The course shows how the design strategy seeks to draw on the organization's strengths and competencies to reinforce and sustain competitive position based on providing value to the customer. Prerequisite:

MTCH342 or CPIM certification with instructor approval. Credit 1.5 hours.

**MTCH344 Integrated Resource Management IV (Delivering Products and Services).**

Expands on the concept of the value driven enterprise. The goal of this course is to examine the systems, approaches, and strategies used by an enterprise to make the transition from concept to product and from customer expectation to product delivery. Prerequisite: MTCH343 or CPIM certification with instructor approval. Credit 1.5 hours.

**MTCH445 Integrated Resource Management V (Integrated Enterprise Management).** The final course acting as a capstone of the whole CIRM program. It unites all of the areas covered in the other four modules with the application of strategic thinking to enterprise-wide issues, such as the integration of individuals within teams, functions, and the enterprise and the evolution of an enterprise within its environment and over time. Prerequisite: MTCH344 (no exceptions). Credit 2 hours.

**Institute for Supply Management (ISM™)**

**BSAD301 Purchasing Process.** This course has four parts, which are identifying requirements, preparation of solicitations, supplier analysis, and contract/execution/implementation/administration. Credit 1.5 hours.

**BSAD302 Supply Environment.** The second course is divided into five parts, which are negotiations, information technology, quality issues, internal relationships, and external relationships. Credit 1.5 hours.

**BSAD303 Value Enhancement Strategies.** Course three consists of four parts, which are sourcing analysis, supply and inventory management, value enhancing methods, and forecasting strategies. Credit 1.5 hours.

**BSAD304 Management for Purchasing Managers.** The fourth course has two parts, which are management and organization, and human resources management. Credit 1.5 hours.

BSAD301, and 302 prepare the student for the \*APP exam. BSAD 303 and 304 when combined with successful completion of the APP will prepare students for the \*\*CPM exam.

\*APP=Accredited Purchasing Practitioner  
\*\*CPM=Certified Purchasing Manager

**Principles of Occupational Safety**

**and Health (POSH)**

**MTCH332 Fundamentals of Industrial Hygiene.** This course is designed to develop a basic understanding of industrial hygiene terminology and principles. Through lecture, workshops, case studies, and equipment demonstrations, participants will build their ability to address workplace health issues. Credit 3 hours.

**MTCH333 Principles of Occupational Safety and Health.** This course introduces participants to the basic principles of occupational safety and health. Through lecture, discussion, and a variety of interactive learning activities, participants will develop the knowledge and skills needed to be a valuable resource in the implementation of a company safety program. Credit 3 hours.

**MTCH334 Safety Training Methods.** This course focuses on the knowledge and skills required to plan, organize, create, and deliver effective training programs. The success of this course is, to a large degree, based on participation. Emphasis is on the development of instructor led/ classroom training. Participants will become acquainted with other instructional methods and media used to train employees on safety and health issues. Credit 3 hours.

**Society of Manufacturing Engineers (SME)**

**MTCH305 SME 1.** First in a series designed to acquaint students with the body of knowledge contained in the Society of Manufacturing Engineers Certified Technologist exam. This course specializes in the areas of mathematics and applied science. Credit 3 hours.

**MTCH306 SME 2.** Second in a series designed to acquaint students with the body of knowledge contained in the Society of Manufacturing Engineers Certified Technologist exam. This course specializes in the areas of materials, product design, processes, and quality control. Credit 3 hours.

**MTCH307 SME 3.** Third in a series designed to acquaint students with the body of knowledge contained in the Society of Manufacturing Engineers Certified Technologist exam. This course specializes in the areas of management, economics, and automation. Credit 3 hours.

**MTCH308 SME 4.** Fourth in a series designed to acquaint students with the body of knowledge contained in the Society of Manufacturing Engineers Certified Engineer exam. This course specializes in the areas of integration operations, and processes. Credit 3 hours.

Professional Studies is an accredited testing site for both SME exams. Successful completion of the technologist exams is required before sitting for the engineering exam. Completion of SME 1,2

and 3 prepares the student to sit for the technologist's exam. SME 4 prepares the student to sit for the engineer's exam.

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