

Southwestern College
Professional Studies
Undergraduate Programs

Catalog for 2009-2010

Southwestern College
2040 S. Rock Rd.
Wichita, KS 67207
888.684.5335

www.southwesterncollege.org

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.*

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 learners 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.

The residential campus, located on 85 acres in Winfield, Kansas, offers undergraduate and graduate degree programs for traditional age learners.

The College began offering degree completion programs for working adults in 1994. Currently Professional Studies has undergraduate and graduate programs in Winfield, Kansas; Wichita, Kansas; McConnell AFB, Kansas; Midwest City, Oklahoma; Ft. Riley, Kansas; and online.

Southwestern is a learning community of approximately 1,700 learners, 50 full-time teaching faculty members, and 160 affiliate faculty members from leading industries across the country. In addition to programs for traditional age learners and working adults, the College provides learning opportunities for service men and women in all branches of the military.

Southwestern College Professional Studies is strongly committed to being:

LEARNER FOCUSED

We understand and empathize with the unique needs of adult learners. Programs and services are specifically tailored toward adults who are balancing the pursuit of a college degree with work and family demands and/or military service.

ETHICALLY SOUND

Building upon our historic connection to the United Methodist Church, we meet the highest ethical standards when working with learners and each other.

ACADEMICALLY EXCELLENT

Academic programs are reviewed on an ongoing basis to ensure that they exceed institutional outcomes. Instructors have relevant work experience as well as strong teaching skills with exemplary academic credentials.

RESPONSIVE

Understanding and responding to the educational needs of the workplace, community, and the military serve as a hallmark. We operate with a spirit of innovation and creativity in the development and deployment of new programs. We seek partnerships with other educational providers and organizations for the explicit reason of increasing access of educational opportunities to adults and are flexible in program design to the benefit of learners and the larger community.

INSTITUTIONALLY ACCOUNTABLE

We recognize our unique role and work actively to participate in and advance the overall strategic goals and directions of Southwestern College.

EMPOWERING

We take a developmental and motivational approach with learners and each other in order to help everyone reach their dreams – educationally, personally, and professionally.

RESOLUTE

We are committed in our efforts to see our learners persist to graduation. We accept the role of learners' advocate and will never give up on our learners' lifelong goals to achieve an education.

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Notices

Accreditation

Southwestern College is accredited by The Higher Learning Commission and is a member of the North Central Association, www.ncahigherlearningcommission.org, 312.263.0456.

It is further accredited by the University Senate of the United Methodist Church, the Commission on Collegiate Nursing Education and the Kansas State Board of Nursing (nursing), the National Association for the Education of Young Children (early childhood education), the National Association of Schools of Music (music), and the National Council for Accreditation of Teacher Education and the Kansas State Department of Education (teacher education). Southwestern College credits are fully accepted in undergraduate and graduate schools across the nation.

Title II Compliance

Southwestern College is in compliance with federal regulations on disbursement of Title II information.

Catalogs

Courses and policies in this catalog are subject to change through the processes set forth in the institutional policy manuals. Normally, policy revisions are undertaken in the following year after due notification has been served. There may be cases, however, when a policy is changed and implemented in the same year. A curriculum or policy change could be applied to matriculated learners and, as such, the catalog should not be construed as a contract between the college and the learners.

Selection of Catalog

In most cases, learners will meet graduation requirements stated in the catalog under which they first enter the program. When graduation requirements change, learners 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. Learners who leave the bachelor's program but re-enroll having missed no more than two full semesters (e.g., fall, spring or summer) may follow the catalog under which they were previously enrolled.

Notice of Nondiscrimination

Southwestern College is committed to a policy of nondiscrimination on the basis of race, gender, color, age, sexual orientation, religion, national origin, ethnic origin, or physical disability, veteran (including Vietnam era) status, or other non-merit reasons, in hiring, admissions, and educational programs or activities, all as required by applicable laws and regulations. The College also practices affirmative action in hiring. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning the Civil Rights Act of 1960, the Age Discrimination in Employment Act of 1975, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and other related federal, state, and local legislation, executive orders, regulations, and guidelines, has been delegated to the Vice President for Business Affairs and Human Resources, Southwestern College, 100 College St., Winfield, KS 67156-2499, 620.229.6000.

Privacy

Southwestern College has interpreted the Family Educational Rights and Privacy Act of 1974 (FERPA; the Buckley Amendment) to restrict the release of confidential information relating to learners. This information includes the learner's academic record, test scores, and academic progress. A full statement of policy and learners' rights is posted at www.sckans.edu/registrar.

SOC

Southwestern College is a member of the Servicemembers Opportunity Colleges Consortium (SOC) and SOC Degree Network System (DNS) and adheres to the "Military Students' Bill of Rights."

Servicemembers Opportunity College Consortium

Servicemembers Opportunity Colleges (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DoD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions can be found on the SOC web site at <http://www.soc.aascu.org/>.

SOC Degree Network System

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate and bachelor degrees to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military

students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). Refer to the SOC Degree Network System 2 and 4 handbooks to view associate and bachelor degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC Web site, <http://www.soc.aascu.org>, on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages.

Admission to Southwestern College

Admission Requirements

All degree-seeking applicants must have completed a minimum of 30 hours of previous college coursework with a minimum cumulative GPA of 2.0 and have three years' full-time work experience. Learners with less than three years work experience must interview with the Director of Academic Affairs for admittance.

Applicants must fill out an Application for Admission and an Authorization of Repayment form. All official transcripts from institutions learners have previously attended must be submitted to the office of the registrar within three sessions (one semester) at Southwestern College.

Transfer hours should include English Composition I and II and a course in mathematics (college algebra preferred) with a C- or better. Any college level math course will meet this requirement as long as it counted toward graduation requirements at the institution where it was earned. If these courses are not present, they will be required for graduation and may be completed at Southwestern College Professional Studies.

As part of the degree completion plan, learners may apply for prior learning experience credits or present College Level Examination Program (CLEP) or DANTES (DSST) credits. Detailed information on these alternate methods of obtaining credit is available from any academic success coach.

Guest Learners

Guests are welcome to enroll in 100- or 200- level Southwestern College Professional Studies courses. Learners wishing to enroll in 300- or 400- level courses must have the approval of the Director of Academic Affairs. Guest learners are admitted for up to 15 credit hours with non-degree-seeking/non-major status. Exceptions will be allowed under special military agreement. If guest learners begin to pursue Professional Studies majors, they must declare their intent to seek a degree in writing and must meet all admissions requirements.

Academics

Degrees Offered

Southwestern College confers the following undergraduate degrees for programs offered in Professional Studies:

- A.G.S., Associate of General Studies
- B.A., Bachelor of Arts
- B.G.S., Bachelor of General Studies
- B.S., Bachelor of Science
- B.S.N., Bachelor of Science in Nursing

Learners seeking a degree must fulfill all requirements as listed in this catalog. A second undergraduate degree requires a minimum of 30 additional semester hours of credit.

Certificate Programs Offered

Southwestern College offers certificates and certification preparation courses

Certificates

- Change Leadership
- Cyber Crime Investigation
- Enterprise Quality Management
- Essentials of Human Resource Management (SHRM)
- Homeland Security
- Lean Six Sigma
- Ministry Leadership
- Operational Leadership
- Organizational Communication

Certification Preparation

- ASQ—American Society for Quality
- GPHR – Society of Human Resource Management (SHRM)

Academic Integrity

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

Academic dishonesty is any act of cheating, fabrication, plagiarism, and 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 to phrasings 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: fabricating excuses for such things as missing classes, postponing tests, handing in late papers; turning in a paper for one class that was originally written for another class, etc.
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 non-circulating material from the library; hiding or stealing another person's textbook, notes or software; 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 College 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 learner. Examples: ruining another learner's lab work, destroying another learner's term paper, etc.

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

Examples of Academic Integrity violations 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.

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 oral) for unintentional violations, and
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 Affairs 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 Affairs; the learner will also be notified. The Director of Academic Affairs shall keep a record of reported infractions and sanctions.

Any subsequent intentional violation of the policy by that learner 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 learner so suspended has a right to an appeal. If a learner wishes to appeal, the request should be made in writing, and must be received in the academic Director's office by the date determined by the Director in consultation with the academic affairs committee.

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

Adapted and used by permission from Tabor College.

General Academic Policies

Academic Success Coaching (Advising). Academic Success Coaching (ASC) plays a critical role in your educational journey at Southwestern College. A staff of professional, full-time advisors assists learners with degree plans, course selection, and other issues related to your program. Academic Success Coaching takes academic advising to the next level. The ASCs are prepared with the tools and best practices needed to help learners persist to their individual educational goals. Each ASC is committed to proactive learner contact, providing the necessary level of support for his/her optimal educational experience.

Academic Forgiveness. Individuals who have accumulated a grade point average of less than 2.0 at Southwestern College may petition the Director of Academic Affairs to have their prior Southwestern College academic record “forgiven.” To qualify, the petitioner cannot have been enrolled as a full time degree-seeking learner at Southwestern College for a period of two years and must be deemed ready for academic success. Academic forgiveness expunges all of the learner’s academic record at Southwestern College and may be received only once. When granted, the learner’s prior record of academic work completed at Southwestern College will be sealed. The new academic record will indicate “Academic Forgiveness Granted” and the effective date. The learner may then resume study under no academic restrictions.

This policy applies only to the usage of learner academic records within Southwestern College. This would include the use of learner GPA in determination of graduation requirements, suspensions and probations, and internal financial aid stipulations. Although a learner’s prior academic record will be marked as “Academic Forgiveness Granted,” outside agencies and other academic institutions may choose to ignore this distinction and require copies of all Southwestern College academic work for their purposes. A learner transferring from Southwestern College to another institution must follow the receiving institutions policy.

Academic Probation. When the overall grade point average falls below 2.0, a learner is placed on academic warning and/or probation and will receive notification from the Director of Academic Affairs. Any learner placed on academic warning or probation is subject to the conditions prescribed by the Academic Success Advocate (ASA) who assists them in identifying challenges to their academic performance. Learners on academic warning or probation will be allowed to enroll in courses. Review of warning and probation in subsequent sessions can result in the learner remaining on academic warning or probation, being removed from warning or probation, or being suspended from the college.

Academic Suspension. Learners who fail to maintain the standards listed in the suspension index chart below and/or are failing to make minimum progress toward the degree may be suspended from the college. Additionally, learners who complete a term with an F average may be suspended. Generally, suspended learners may petition the Director of Academic Affairs for readmission after one semester.

Any learner who is academically suspended has a right to an appeal. A request for appeal must be made by the learner in writing and must be presented to the Director of Academic Affairs within two weeks of the date of suspension. Supporting material should be submitted by the learner prior to the appeals meeting. The appeal will be heard by the Professional Studies Academic Council, and the council’s decision shall be final. If a learner is approved for readmission, they will return at probation status for a minimum of one session regardless of any transfer credit and will be required to meet the conditions prescribed by the Academic Council.

Suspension Index Chart

Total SC Hours Attempted	Cumulative GPA Below
1-12	1.40
13-24	1.50
25-29	1.60
30-34	1.70
35-39	1.80
40-44	1.90
45-above	2.0

Appeal of Grade. Any grade change or appeal for a grade change must be requested within 30 days after the end of the course in which the grade is given. If a learner 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 learner may then seek resolution with the appropriate academic administrator, who will render a decision. If the learner disputes this decision, the final step would be to submit a written request for an appeal of a grade to the Professional Studies Academic Council.

The Council has the right to interview the learner, the faculty member(s), and other pertinent individuals in an effort to reach a just resolution of this issue. The Professional Studies Academic Council will render the final decision on the appeal. Notification of the grade appeal findings will be forthcoming from the Director of Academic Affairs.

This process is followed in appealing sanctions placed on a learner as a result of the academic integrity policy and code of conduct violations as well.

Assessment. Southwestern College is committed to quality in higher education. It strives to meet the educational needs of society and of individual learners. The academic assessment program at Southwestern exists to evaluate the effectiveness of the college experience in assisting learners' movement toward the outcomes identified as flowing from the mission of the college. To that end aggregate data are collected from learners periodically. The process and product of academic 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 learners. The information resulting from the assessment process will not be used in any way other than for institutional improvement.

Changing Majors. A learner wishing to change majors must submit a completed Change of Major form to their academic success coach. The learner assumes responsibility for any extra credits that may be involved in meeting the requirements of the new major.

Code of Conduct. Actions or behavior inconsistent with the Christian and academic traditions of the College or unacceptable to the established community standards may result in suspension or expulsion. Enrollment at Southwestern College is interpreted by the institution to have both academic and social/behavioral implications. Learners will be respectful and responsible. They will respect community rules and recognize the rights of others. Inappropriate behavior will be presented to the Directors for disciplinary action.

Course Load. It is recommended that one course per session, and no more than two, is the preferred course load in Professional Studies undergraduate programs. More than two requires a review by and approval of the Director of Academic Affairs. A learner may be unregistered for a course at the discretion of the Director of Academic Affairs if they have not received prior approval for more than two courses and if they have not provided sufficient evidence to demonstrate successful completion of the extra course(s).

Course Numbering System. Courses are numbered by level:

Freshman—100
 Sophomore—200
 Junior—300*
 Senior—400*
 Graduate—500 and above

* It is recommended that enrollment in lower level course requirements are satisfied prior to advancing to upper level requirements to build on foundational knowledge.

Declaration of Major. New learners declare majors in the application process in Southwestern College Professional Studies. If a learner wishes to add a second major, the process may be completed through an academic success coach.

Declaration of Minor. There are no minors offered in Professional Studies programs.

Failure to Meet Course Requirements. If a learner exceeds the permitted number of class absences or otherwise fails to do the work of a course, an instructor can inform that learner in writing that it will be impossible for the learner to pass the course and an F will be the result when grades are turned in. The instructor may wish to suggest to the learner 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 (refer to page 18), the learner 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 Affairs. Any exemption from this policy must be discussed with the instructor personally, and the final judgment is the instructor's.

Repeating Course Work. If a learner 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.

Grading System. The college grading system defines the following marks as graded hours and assigns the grade points shown per semester 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
- W = Withdrawal from a course (for active duty Army learners only)
- AW = Administrative withdrawal from a course
- I = Incomplete work
- WM = withdrawal by the Army (obtained through the Army)
- P = Passing
- S = Satisfactory work (equivalent to a C- or better)

Southwestern College Professional Studies' participation in memoranda of agreements may require additional grade designations.

Incomplete Work. A learner may request a temporary grade of incomplete when the work of the learner has been generally satisfactory but for reasons beyond the learner's control it has not been possible to complete certain assignments made by the instructor. A minimum of fifty percent of the course work must be completed before an incomplete can be granted. If the instructor agrees to the learner's request, the learner and instructor must jointly complete a form describing the work remaining in the course and a plan for its completion. The form will then be submitted to the appropriate academic administrator for approval. If the incomplete is acceptable the form will be filed with the registrar.

If an incomplete is given, learners will work with the instructor to set a reasonable deadline. A deadline of no more than 30 days is strongly suggested. Under extreme conditions, learners can request a maximum of 90 days after the end of the course to complete the course work. A grade of F will automatically be entered as a final grade if the remaining work is not completed by the deadline.

Incompletes must be requested by the learner prior to the end of class, and are awarded at the discretion of the instructor. To qualify for an incomplete, you must have made satisfactory progress in the class, and have encountered extraordinary

circumstances which prevent you from completing the class by the scheduled ending date.

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

An instructor may not give an incomplete unless the learner has requested it. If the signed incomplete form is not submitted to the Professional Studies Academic Affairs office by the end of the grading period for that term, a grade of "F" will be recorded.

Independent Study. In extraordinary circumstances, a learner may request a course requirement to be fulfilled through an independent study of a course normally offered at Southwestern College Professional Studies. An independent study will be considered when a very limited number of credit hours are needed to complete the degree and/or when the learner has completed at least two thirds of his/her course work. A form requesting an independent study must be submitted to and approved by the Director of Academic Affairs. Per credit hour tuition for independent study courses, book requirements, and enrollment process are the same as all other Professional Studies courses.

Additional Credits

There are a variety of methods for learners to receive additional credits. These include: transfer credit: credit evaluated by the American Council on Education; validation of credits by examination; credit for prior learning; and extra-institutional credit. While it is the intent of Southwestern College Professional Studies to maximize a learner's number of transfer credits from a multiple of sources, it is important to understand that all Professional Studies learners must meet all general education, common, and core course requirements for each degree earned at Southwestern College. A description of the policies specific to these various credit options is described below:

Transfer Credit. Learners must provide an official transcript of coursework done at all other institutions to apply those hours toward requirements at Southwestern College. Only hours successfully completed and/or degrees earned at institutions recognized by the Council for Higher Education Accreditation (CHEA) may be considered. Southwestern College does not recognize credit for varsity athletics or remedial/developmental coursework. Any exception to the above requirements must be approved by the Director of Academic Affairs.

Credit Evaluated by the American Council on Education (ACE). By special agreement, Southwestern College accepts up to 64 ACE recommended credits from AARTS, SMART, or USCGI transcripts. Through additional memoranda of agreements, Southwestern College may develop other agreements for acceptance of ACE-evaluated credits.

Southwestern College will accept a maximum of 30 total credit hours combined in the following three credit categories: validations of credits by examination; credit for prior learning; and extra-institutional credit.

Validation of Credits by Examination. A learner may present scores earned on examinations administered by outside agencies approved by Professional Studies Academic Council and receive up to 30 total hours of credit. Sources may include the College Level Examination Program (CLEP), Advanced Placement Program, and DANTES Subject Standardized Test (DSST). The maximum number of credits that may be validated by external examination at Southwestern College is 30. Credit by examination awarded by other accredited colleges is accepted as transfer credit.

Credit for Prior Learning. It is recognized that many persons have accumulated non-college experiences that can be translated into college credit. Degree-seeking learners may apply for evaluation of prior learning credit after completing 21 hours with Southwestern College Professional Studies. Information regarding application procedures can be obtained from an academic success coach.

A learner 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 the office of the Director of Academic Success Coaching. An external evaluator uses various methods of evaluation to assess the learner's competence 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 that 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 College courses. A fee will be assessed for evaluation of prior learning. It must be paid at the time an application is submitted for evaluation. Information regarding charges and fees is found in this catalog under "Charges and Fees."

Extra-Institutional Credit. Southwestern College Professional Studies works with third party organizations to award extra institutional credit. Learners may apply up to 30 extra institutional credit hours as elective credits toward selected degree programs. A standard extra institutional credit fee (per credit hour) will apply. Information regarding charges and fees is found in this catalog under "Charges and Fees."

Learners who show proof of earning an A & P license may be granted 30 credit hours for that course of study. Learners who have earned a pilot's license may be

awarded five 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 charge for credentialing the A & P license or the hours for the pilot's license, but a charge of \$75 will be assessed the learner for evaluation of the logbook. Information regarding charges and fees is found in this catalog under "Charges and Fees." Credits earned by validation are graded satisfactory (S). They count toward graduation and, when initially entered by Southwestern College 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 College courses.

Withdrawal

Official Withdrawal From Courses. A learner may withdraw from a course at any time before the start of the last week of class in a regular six week session and receive a grade of WD which does not influence the grade point average. For courses lasting longer than six weeks, the last date to withdraw is two weeks before the end of the course. A charge will result for any course withdrawn after the end of the first week of class. Military learners who wish to inquire about the impact of mobilization, activation, and temporary duty assignments on academic standing and financial responsibilities associated with adding, dropping and withdrawing from a course, should speak with a learner services specialist at (888) 684-5335.

Withdrawal From College. Any learner wishing to withdraw entirely from the college during a term should give official notice to Learner Services. Withdrawal requests should be completed using the link at: <http://w3.sckans.edu/ps/withdraw/>. Withdrawal protects the academic record in that the designation of WD is recorded for any course in progress at the time of the learner's departure from the college. Learners who leave without completing the withdrawal process risk receiving Fs for courses in progress and can receive full charges for the courses. Information regarding charges and fees is found in this catalog under "Charges and Fees."

Administrative Withdrawal. A grade of AW will be registered for all learners who have not participated in their courses and cannot be contacted by the end of the third week of class. The administration may also elect to register AW for courses in progress under limited circumstances associated with medical emergencies, disciplinary action, or exigent circumstances preventing the learner from requesting a withdrawal or an incomplete.

Learner Services

Calendar of Sessions

Southwestern College Professional Studies programs include eight, six-week sessions each year, with three sessions during the traditional fall and spring semesters and two sessions in the summer. Courses are offered online, on-ground, and in a blended environment. Enrollment is completed online or at any on-ground location and is open three weeks prior to each semester, closing by session the first Friday of the session.

Fall Semester

Fall Session 1: August 17, 2009-September 27, 2009
 Fall Session 2: September 28, 2009-November 8, 2009
 Fall Session 3: November 9, 2009-December 20, 2009
 EDUC courses may combine session 2 and 3 for one 12 week session

Spring Semester

Spring Session 1: January 4, 2010-February 14, 2010
 Spring Session 2: February 15, 2010-March 28, 2010
 Spring Session 3: March 29, 2010-May 9, 2010
 EDUC courses may combine session 1 and 2 for one 12 week session

Summer Semester

Summer Session 1: May 10, 2010-June 20, 2010
 Summer Session 2: July 5, 2010-August 15, 2010
 EDUC courses may combine session 1 and 2 for one 12 week session

Charges and Fees

Tuition

All undergraduate programs: \$327 per credit hour

Fees

Computer Lab and Online fee: \$35 flat fee per course
 Prior learning portfolio: \$850 flat fee
 Pilot's license evaluation: \$75 to be submitted with the logbook
 Extra institutional credit validation: per credit hour fees vary
 Official transcript fee: \$7
 Faxed copy of the official transcript: \$10

Military tuition discounts are available for active duty military and their spouses, military reservists, guard members, and DOD civilians.

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.

Administrative Withdrawal

If a learner does not demonstrate participation in a course by the end of the third week of class and cannot be reached by phone or e-mail, a grade of AW (Administrative Withdrawal) will be recorded for the course and tuition will be assessed according to normal withdrawal fees.

Payment Policy

All tuition and fees from each semester are due and payable before a learner may enroll in an additional semester. Any learner unable to make payment in full before that time (including those learners whose financial aid is not in place) must set up a payment plan. Learners who have not paid their charges in full or made arrangements for payment by the next enrollment period will not be allowed to complete registration.

If a learner's organization has authorized Southwestern College for direct billing to the organization, a voucher or letter authorizing the direct billing must be submitted to Learner Services at Southwestern College, 2040 S. Rock Rd., Wichita, KS 67207. The letter should be printed on company letterhead and must specify the following:

The name of the agency

The appropriate contact person

The invoice mailing address

Your name

The courses and/or fees that have been pre-approved for payment

Fees not paid by the semester end will be subject to a finance charge. A learner who has an outstanding balance will not be allowed to register for additional courses, receive a transcript, or receive a diploma until the balance has been paid in full.

Withdrawal Policies

Charges. Learners who officially withdraw from courses will be assessed fees based upon the date of notification of withdrawal by the learner. An official withdrawal request form must be completed at <http://w3.sckans.edu/ps/withdraw/> or to Learner Services, Southwestern College, 2040 S. Rock Rd., Wichita, KS 67207. Notification can be faxed to 316.688.5218. Military learners who wish to inquire about the impact of mobilization, activation, and temporary duty assignments on financial responsibilities associated with adding, dropping, or withdrawing from a course should speak with a learner services specialist at (888) 684-5335.

For courses lasting six weeks:

- ✓ No charge when withdrawal notice is given before midnight Sunday the end of the first week of class.
- ✓ Twenty-five percent of tuition assessed for the course when notice is given before midnight on Sunday of the second week of class.
- ✓ Fifty percent of tuition assessed for the course when notice is given before midnight on Sunday of the third week of class.
- ✓ Full tuition assessed for the course when notice is given after midnight on Sunday of the third week of class.
- ✓ No withdrawals are allowed after the fifth week of class.

For courses lasting twelve weeks or longer:

- ✓ No charge when withdrawal notice is given before midnight on Sunday of the first week of class.
- ✓ Twenty-five percent of tuition assessed for the course when notice is given before midnight on Sunday of the fourth week of class.
- ✓ Fifty percent of tuition assessed for the course when notice is given before midnight on Sunday the sixth week of class.
- ✓ Full tuition assessed for the course when notice is given after midnight on Sunday the sixth week of class.
- ✓ No withdrawals are allowed after the tenth week of class.

Cancellation of Financial Aid

Withdrawing learners 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, subsidized, Perkins, PLUS), then to a Pell grant, SEOG, and other Title IV programs.

For Southwestern aid, the amount returned is the same percentage as the amount of charges cancelled.

For state and other aid, all funds are usable until the learner’s account balance reaches zero. Any excess is returned.

Refunds

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

Textbooks

It is the learner's responsibility to obtain textbooks. Textbooks are listed on course syllabi and on the master booklist for each session, found in the online Enrollment Center at www.southwesterncollege.org. Textbooks may be purchased through the Enrollment Center by debit or credit card.

Attendance

For on-ground courses, learners are expected to attend all classes for the full length of the class period. One or more absences per course may result in a lower grade. Learners are responsible for missed material and 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.

For online learners, regular, systematic weekly participation is required according to the tenets established on the course syllabus. More than two weeks of nonparticipation in one six-week period may result in a lower grade for the course. Learners who fail to demonstrate participation in an online course by the end of the third week of class and who cannot be reached by phone or e-mail will be administratively withdrawn unless other arrangements have been made with the instructor.

Accidents or Injury

Southwestern College does not insure against accidents or injury to learners that may occur during college sponsored activities or those that occur off campus as the result of class assignments. Learners are expected to act responsibly by taking necessary precautions against accidents. Learners are also advised to protect themselves from the financial burden of accident or 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 learner 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 Learner Services, 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 learner should provide an updated request for accommodation should any changes occur which must be considered.

IQ Web (Self-Service) and Course Selection

Learners are strongly encouraged to consult their academic success coach before selecting courses. IQ Web is Southwestern College's web based learner information system where learners may enroll, view schedules, access account information, view unofficial transcripts, print grades, and view progress toward degree. It may be accessed at <https://iqweb.sckans.edu/iqweb/Default.asp>.

Blackboard

Blackboard is Southwestern College's course management software used for all online courses and as a supplement to many on-ground courses.

International Learners

Learners who study online with Southwestern College Professional Studies programs from a country outside the USA follow the same policies and procedures as outlined in this catalog.

Admission decisions for international learners who are planning on studying in the US are based on a combination of English proficiency, successful completion of courses leading to graduation, letters of recommendation, and proof of financial support.

Learners 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 learners must provide official copies of all college transcripts and record of any undergraduate and graduate degrees awarded. All foreign credentials not listed in English should have an accompanying literal translation. An international learner who enrolls as a degree-seeking learner at Southwestern and who has taken courses outside the United States must pay a \$50 fee to have these credits evaluated.

In addition, international learners must submit a certified bank statement indicating that the learner or the learner's sponsor has sufficient funds to meet the first year's expenses, a personal statement about the learner's background, interests and personal accomplishments, and three letters of recommendation. International learners will be required to enroll in and pay for in full at the time of enrollment, 12 credit hours each semester. If the learner is being sponsored, a certified letter from the sponsor should be submitted indicating the sponsor will be supporting the learner during the learner's stay in the United States. If the learner is sponsored by the learner's home government, the learner should send a certified letter from the government indicating support and billing information.

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

To be admitted to Southwestern College, international learners 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 Application for Admission 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 representative at the center the learner 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 learner 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 learner wishes to attend.
5. Forward three letters of recommendation, translated into English, from teachers or professors, who are familiar with the learner'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 learner's home government, send a certified letter indicating amount of support and billing information.
7. Documents will be accumulated by a Southwestern College Program Representative. When the file is complete, it will be sent to the main campus Office of Admission for review and final approval.
8. Upon acceptance for admission, the learner will be forwarded a Form I-20. This should be presented to the learner's local United States consular officer to obtain a learner F-1 visa.

Learner Complaint and Appeals Process

Learners with complaints about their account balances, student records, or other non-academic matters should seek resolution with the appropriate administrator. If satisfactory resolution is not achieved at this level, the learner may file a formal appeal with the Vice President for Professional Studies, whose decision will be final.

Financial Aid

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

How to Apply for Financial Aid

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

1. The learner must complete the confidential Free Application for Federal Student Aid (FAFSA), indicating Southwestern College (School Code Number 001940) on the form. Application forms may be obtained online at www.fafsa.ed.gov, from school counselors, or the Office of Financial Aid. Priority application receipt date for financial aid for all returning learners is April 1.
2. The learner must complete the Student Data Form. A complete financial aid file consists of results from the FAFSA and Student Data Form. If a learner's application is selected for verification, income tax forms, W-2s, and a verification worksheet will be required. If the family knows there will be no eligibility for federal or state grants and will not need learner loans, the learner may sign the federal aid waiver on the data form in lieu of completing the FAFSA.

Financial Aid Regulations

The following regulations govern all scholarships and grants:

1. Scholarships and college grants are awarded on the basis of accomplishment and participation.
2. Scholarships and grants are renewable each year provided the student completes a annual financial aid file by the April 1 deadline.
3. Southwestern College must adjust the financial aid awards of students who withdraw prior to the end of the semester or who drop to less than full-time status during an enrollment period. Awards are adjusted according to the college's policies on cancellations and refunds.
4. For students receiving state or federal aid, Southwestern College is required by law not to offer institutional aid that would exceed the financial need of the student.
5. One-half of any financial aid awarded is credited to the student's account each regular semester.
6. Students who lose institutional scholarships or grants as a result of their cumulative grade point average may request reconsideration of that award at the end of the semester in which the cumulative grade point average has improved to a satisfactory level.
7. Southwestern scholarships and grants are available only to full-time students whose GPA is 2.0 or better.
8. Institutional aid for undergraduate students may not exceed 10 semesters.

9. Students in the professional studies and graduate programs are not eligible for institutional aid.

Satisfactory Academic Progress. Southwestern College is required by federal regulations to establish satisfactory academic progress for financial aid recipients. These standards ensure that only those learners demonstrating satisfactory progress toward the completion of their educational programs will continue to receive financial aid. Southwestern College's policy measures a learner's performance in the following three areas: 1) successful completion of courses (credit hours), 2) cumulative grade point average (GPA), and 3) maximum time to degree completion.

Completion of Courses. At the end of each fall and spring semester, learner progress will be measured by comparing the number of attempted credit hours with the number of earned credit hours (i.e., receipt of a grade of A, B, C, D, or S). In any given year, learners must have earned at least 70 percent of the credits they attempted to remain in good standing. The following letter grades do not count toward attempted hours, but do count toward the completion of earned hours: F – Failure, I – Incomplete, WD – Withdrawal.

Grade Point Average. Learners whose work is below the levels shown in the academic suspension chart are failing to make minimum progress toward their degree (see Academic Policies).

Maximum Time Allowed to Complete a Degree. Undergraduate learners are eligible to receive federal and state financial aid up to 186 attempted credit hours. Graduate learners are eligible to receive federal and state financial aid up to 54 attempted credit hours. Once a learner has exceeded the maximum attempted hours, all financial aid will be suspended for subsequent terms.

Financial Aid Probation/Suspension. At the end of the fall and spring semesters, all aid recipients will be evaluated for satisfactory academic progress. Financial aid recipients who do not meet one of the three requirements for progress will be placed on financial aid probation for one semester. A learner on financial aid probation is still eligible to receive financial aid for the next semester of attendance. However, if the learner does not meet the conditions imposed upon him/her during the probationary period, the learner will be placed on financial aid suspension. Suspension prevents the learner from receiving any federal or state financial assistance for future semesters until such time as the learner again meets all three satisfactory academic progress standards.

Conditions for Reinstatement. Learners may appeal their financial aid suspension by submitting an appeal form to the financial aid office for consideration by the enrollment management team. Appeal forms may be picked up from the financial aid office in person or via e-mail.

Some circumstances, such as medical problems, illness, death in the family, relocation, or employment changes can be considered for an appeal. The committee will review the appeal and contact the learner by a specified date. The committee's decision is final and may not be appealed further.

This policy does not preclude a learner from enrolling in subsequent semesters. Learners may have their financial aid reinstated and may be removed from suspension or

probationary status once all satisfactory academic progress standards and/or probationary conditions are met.

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

Consortium Agreements. Occasionally, it is in the learner's best interest to round out his/her semester schedule using coursework from one or more different colleges. Under certain circumstances and on a case-by-case basis, Southwestern can enter into a consortium agreement with these other colleges so that the learner's enrollment at all colleges is considered to establish the learner's status as a full-time student. Learners interested in this option should speak with their academic success coach and then notify the financial aid office of their plans. In such cases, proration of institutional financial aid may apply.

Federal Aid

Federal Pell Grants. This federal program provides non-repayable grants of up to \$4,050 to learners 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. Learners wishing to apply for any other federal aid programs are required to apply for a Pell Grant first.

Teacher Assistance for College and Higher Education (TEACH). This federal grant program is offered to learners who intend to teach full-time in high-need subject areas for at least 4 years at schools that serve students from low-income families. The grant provides full-time undergraduates and graduates with up to \$4,000 per year. Learners interested in this grant must be admitted to the teacher education program, meet the academic requirements, and sign an annual Agreement to Serve with the Federal Government. Should the learners not fulfill their part of the contract in the Agreement to Serve, the grant will turn into a Federal Unsubsidized Direct Loan.

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

Federal Subsidized Stafford/Direct Loans. Subsidized loans are for learners demonstrating financial need. The federal government pays the interest for the learner while the learner is enrolled and during the six month grace period after graduation. Maximums vary, according to the learner's grade level.

Federal Unsubsidized Stafford/Direct Loan. Unsubsidized loans are available to learners who do not demonstrate financial need. It is the same as the Subsidized Stafford Loan except the learner is responsible for the interest while enrolled and during the six month grace period.

More information. Additional financial aid information is available online at www.sckans.edu/finaid.

Requirements for Graduation

Degree Requirements

1. Complete the specific course requirements for a major field of study together with required common courses.
2. Complete all general education requirements.
3. Complete a minimum of 124 credit hours.
4. Have an overall grade point average of 2.0 and meet specific program grade point average requirements.
5. Have Southwestern College course credit of at least 30 credit hours with at least a C average for all course work taken at Southwestern College (cannot include prior learning experience credit).
6. Have taken 15 of the last 30 course credit hours at Southwestern (waived for Professional Studies learners who are qualified military personnel under a SOC agreement).
7. Have completed a minimum of 60 hours at a baccalaureate-degree-granting institution.
8. Complete the Application for Degree by the stated deadline.
9. Accept the judgment of school administrators in substituting transfer credits for courses in the Southwestern College catalog.
10. Be elected to the respective degree by the faculty and by the Board of Trustees.

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. Seniors with a grade point average of 3.85 or higher will graduate summa cum laude (with highest honors); a 3.70 is required for magna cum laude (with high honors), and 3.50 for cum laude (with honors). For learners who have transferred hours to Southwestern, both the resident GPA and the cumulative GPA must meet the standard.

Dean's Honor Roll. The Dean's Honor Roll recognizes scholastic achievement of full-time undergraduate learners during a single semester. Based on the grades for the current semester, learners who earn 12 or more hours with a grade point average of 3.70 or higher are placed on the Dean's Honor Roll. The registrar shall

exclude from the published Dean's Honor Roll any learner taking an "incomplete" for a course in the calculated term.

Valedictorian/Salutatorian. The graduating senior with the highest grade point average at the time all senior grades are turned in is recognized as valedictorian. The second highest ranking learner is named salutatorian. If two or more persons are ranked equally for valedictorian all are named such and no salutatorian is recognized. If two or more persons are ranked equally for salutatorian all are recognized. Selection is made from graduating seniors who have earned at least 60 graded hours at Southwestern College and have not previously been named to the honor.

Order of the Mound. The Order of the Mound recognizes academic achievements of baccalaureate-level graduates. Learners 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 learners graduating in the upcoming Commencement (this list shall include all learners who have completed graduation requirements since the previous year's Commencement). These learners shall be arrayed by cumulative grade point average, with the highest GPA at the top of the list.
3. The number of learners (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 learners 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 learners who previously have been named to the Order of the Mound.
6. The registrar shall then count the first n learners in the array for Order of the Mound membership. If the nth learner holds the same grade point average as one or more learners farther down the array, those additional learners 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 learners shall be used as the final one for inclusion in membership.

Conferring Degrees

Learners who have completed all degree requirements must complete and return an Application for Degree to the office of the registrar by the first day of the month preceding graduation to be considered for graduation.

Regardless of the point at which a learner completes coursework for a degree at Southwestern College, degrees are conferred in May, August, and December. Learners are considered May, August, or December graduates.

Learners who complete requirements in May, or the end of the summer semester immediately following, may participate in May Commencement ceremonies. Learners who complete requirements in December may participate in Commencement ceremonies the following May. Commencement ceremonies are held annually in May on the main campus in Winfield, Kansas.

General Education

Selections from the following courses will be required of learners entering the program with hours of college credits between 30 and 48. General education requirements should be satisfied before enrolling in junior or senior level courses. The following scale indicates the number of general education courses required (not including the basic courses Comp I, Comp II, and Math) when a learner enters with less than 48 college credits:

Number of hours transferred	Required number of General Education credits	Number of PS General Education courses
30-32	18	6
33-35	15	5
36-38	12	4
39-41	9	3
42-44	6	2
45-47	3	1

General education courses may also be completed by learners as elective hours.

Professional Studies General Education Disciplinary Perspectives

The Disciplinary Perspectives are designed to provide the learner with fundamental academic skills, cultural and social diversity, ethical analytical reasoning, and preparation for applying learning in a technologically challenging real world environment.

Science and Mathematics – exposure to scientific inquiry and quantitative literacy that examines various methods and tools for problem-solving.

Humanities and Cultures – exploration of various methods of explaining the world around us including literature and philosophy in addition to understanding cultural differences and their interrelationships with a global perspective.

Social Science and Personal Growth – understanding ourselves, others, and what shapes society and personal ethical standards of integrity.

Communication and Technology – examination of and practice in various methods of effective communication both interpersonally and organizationally as well as with the use of technology.

General Education Courses

Science and Mathematics

BUS 218	Business Mathematics
MATH 215	Introduction to Statistics and Probability
PSC 228	Intermediate Algebra
PSC 229	College Algebra
PSC 230	The Physical World
PSC 233	Geography

Humanities and Cultures

PSC 235	World Civilizations
PSC 234	Elementary Spanish
PSC 244	Elementary Spanish II
PSC 236	Comparative Religion and Philosophy

Social Science and Personal Growth

PSC 231	Sociology
PSC 232	General Psychology
PSC 252	Developmental Psychology
SOCS 302	Diversity

Communication and Technology

PSC 225	Composition I
PSC 226	Composition II
PSC 227	Interpersonal Communication
PSC 237	Introduction to Computers
PSC 242	Speech

BUS 218 Business Mathematics. Practical application of math procedures to business problems. Learners 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.

MATH215 Introduction to Statistics and Probability. An introduction to statistics and probability with emphasis on applications. Topics include numerical and graphical displays of data, linear regression, hypothesis testing, and elementary probability, including counting methods, conditional probabilities and probability distributions.. Credit 3 hours.

PSC 228 Intermediate Algebra. Provides a review of basic algebra, exponents, radicals, quadratic formula, systems of equations, graphing. Credit 3 hours.

PSC 229 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. Credit 3 hours.

PSC 230 The Physical World. This course is designed to present a relevant and practical introduction to everyday physical phenomena for learners who have little or no previous background in physics. The course is largely descriptive in nature without mathematical emphasis. Credit 3 hours.

PSC 233 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. Credit 3 hours.

PSC 235 World Civilizations. A basic introductory survey of world cultures and history which introduces learners to the study of the past. The course considers political, social, economic, cultural, religious and philosophic topics. Credit 3 hours.

PSC 234 Elementary Spanish. A language course with an emphasis on understanding, speaking, reading and writing phrases of practical value. No previous Spanish courses are necessary. Credit 3 hours.

PSC 244 Elementary Spanish II. A language course with emphasis on understanding, speaking, reading and writing. Elementary Spanish I is a required prerequisite. This course builds on the information from Elementary Spanish I, and adding additional verb tenses, vocabulary, and other grammar concepts. Credit 3 hours.

PSC 236 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. Credit 3 hours.

PSC 231 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. Credit 3 hours.

PSC 232 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. Credit 3 hours.

PSC 252 Developmental Psychology. Learners will gain a basic understanding of the biosocial, cognitive, and psychosocial development in humans from birth through adolescence, with additional emphasis on young adult through death. Credit 3 hours.

SOCS302 Diversity. This course has a twofold emphasis: 1) increasing learners' personal awareness of ethno cultural roots and how they influence their world views, and 2) increasing learners understanding and sensitivity to other ethno cultural backgrounds. Credit 3 hours.

PSC 225 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. Credit 3 hours.

PSC 226 Composition II. Emphasizes the writing associated with critical thinking and research, argumentation and persuasion. Credit 3 hours.

PSC 227 Interpersonal Communication. An overview of interpersonal communication, models, and practices. Credit 3 hours.

PSC 237 Introduction to Computers. An introduction to personal computers and the packaged software commonly available to them. It is designed for learners with little or no prior computer experience. Credit 3 hours.

PSC 242 Speech. This course is designed to prepare learners to practice introductory communication, listening, and presentational skills. Learners will be exposed to basic components of communication theory and given opportunity to perform speaking to inform, speaking to persuade and functioning in small groups. Other topics to be covered include use of language, research and proper citation, impromptu speaking, ethics and structuring a presentation in terms of delivery, visual aids, etc. The class is limited to no larger than 15 learners. Credit 3 hours.

Common Courses

All learners must complete the following Common Course requirements (unless otherwise specified in their degree requirements):

- HRD 210 Entrance Seminar*
- BUS 337 Business Ethics
- ENG 420 Business and Administrative Communication
- BQM 425 Research Project*
- BQM 427 Professional Communication and Presentations
- BUS 445 Management Decision Making
- LAS 499 Responsibility for the Future

** HRD210 is required as a first session course for the degree seeking learner. BQM425 is a required senior capstone course and is to be taken with no more than two core courses remaining in their degree completion*

HRD 210 Entrance Seminar. Overview of the accelerated degree completion format. Learner roles, critical thinking and reading, basics of on-line research, procedures and policies. Credit 1 hour.

BUS 337 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.

ENG 420 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.

BQM 425 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 learner serves or hopes to serve.

BQM 427 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.

BUS 445 Management Decision Making. This course introduces the learner 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.

LAS 499 Responsibility for the Future. Seniors with various majors will share learning 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.

Major Course Requirements

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.

Prerequisites

PSC 229 College Algebra
 MATH 215 Intro to Statistics and Probability
 BSAD320 Managerial Economics
 ACCT285 Principles of Accounting

B.S., Major in Accounting

Major Requirements (46 credit hours)

BUS 395 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

Common Courses

HRD 210 Entrance Seminar
 BUS 337 Business Ethics
 ENG 420 Business and Administrative Communication
 BQM 425 Research Project
 BQM 427 Professional Communication and Presentations
 BUS 445 Management Decision Making
 LAS 499 Responsibility for the Future

Accounting Courses

BUS 395 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: ACCT285 Principles of Accounting) Credit 3 hours.

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. Credit 3 hours.

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) Credit 3 hours.

ACCT480 Financial Accounting III. Emphasis is on foreign currency, deferred taxes, segment reporting, derivatives, partnerships, branches, and accounting theory. (Prerequisites: ACCT380 Financial Accounting I and ACCT381 Financial Accounting II) Credit 3 hours.

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. Credit 3 hours.

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 Financial Accounting II) Credit 3 hours.

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. Credit 3 hours.

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 learners' 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. Credit 3 hours.

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. Credit 3 hours.

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 learners 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

BSAD320 Managerial Economics

BUS 394 Marketing

BSAD340 Legal Environment of Business

BSAD410 International Business

BSAD420 Management Information Systems Analysis

BSAD430 Financial Management

BSAD440 Strategic Management

Common Courses

HRD 210 Entrance Seminar

BUS 337 Business Ethics

ENG 420 Business and Administrative Communication

BQM 425 Research Project

BQM 427 Professional Communication and Presentations

BUS 445 Management Decision Making

LAS 499 Responsibility for the Future

Business Administration Courses

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. Recommended prerequisite: BUS395. 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. Recommended prerequisite: ECON326 or approved introductory economics class. Credit 3 hours.

BUS 394 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.

Recommended prerequisite: BSAD310 Financial Accounting Systems 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.

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. Learners 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)

BQM 301 Business Quality Management
 BQM 310 Team Management
 BQM 320 Organizational Leadership
 BQM 432 Accounting for Management
 BQM 444 Project Management
 BQM 450 Statistical Techniques
 BUS 394 Marketing

Common Courses

HRD 210 Entrance Seminar
 BUS 337 Business Ethics
 ENG 420 Business and Administrative Communication
 BQM 425 Research Project
 BQM 427 Professional Communication and Presentations
 BUS 445 Management Decision Making
 LAS 499 Responsibility for the Future

Business Quality Management Courses

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, Baldrige criteria) for achieving quality. Credit 3 hours.

BQM 310 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.

BUS 394 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.

BQM 320 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.

BQM 432 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.

BQM 444 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.

BQM 450 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)

COT 220	Microsoft Access
COT 305	Advanced Microsoft Excel
COT 311	Advanced Microsoft Word
COT 313	Project Administration
COT 410	Local Networking (LAN) Fundamentals
COT 411	Website Management
COT 415	Computer Systems Integration

Common Courses

HRD 210	Entrance Seminar
BUS 337	Business Ethics
ENG 420	Business and Administrative Communication
BQM 425	Research Project
BQM 427	Professional Communication and Presentations
BUS 445	Management Decision Making
LAS 499	Responsibility for the Future

Computer Operations Technology Courses

COT 220 Microsoft Access. The course covers the basic steps of database application development. Using Microsoft Access database software, the learner develops database tables, queries, forms, and reports to create a working Access database application. Credit 3 hours.

COT 305 Advanced Microsoft Excel. This course covers advanced uses of Excel, including layout, formulas, built-in functions, graphing, and secondary and derived sheets. Learners also learn to manipulate and summarize lists, publish documents, create charts and data maps, and record macros. Credit 3 hours.

COT 311 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.

COT 313 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.

COT 410 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.

COT 411 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.

COT 415 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 learners' 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. Learners 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)

COT 220	Microsoft Access
CPT 432	Visual Basic.Net Programming Essentials I
CPT 433	Visual Basic.Net Programming Essentials II
CPT 322	SQL Fundamentals
CPT 323	VBA, The Internet & Microsoft Office Applications
CPT 421	Java Programming Principles 1
CPT 422	Hypertext Markup Language Programming
CPT 423	Project: Designing & Programming an Application
CPT 431	Java Programming Principles 2

Common Courses

HRD 210	Entrance Seminar
BUS 337	Business Ethics
ENG 420	Business and Administrative Communication
BQM 425	Research Project
BQM 427	Professional Communication and Presentations
BUS 445	Management Decision Making
LAS 499	Responsibility for the Future

Computer Programming Technology Courses

COT 220 Microsoft Access. The course covers the basic steps of database application development. Using Microsoft Access database software, the learner develops database tables, queries, forms, and reports to create a working Access database application. Credit 3 hours.

CPT 432 Visual Basic.Net Programming Essentials I. Includes the essentials of Visual Basic Net applications programming within Microsoft's Visual Studio.Net Integrated Development Environment. Learners 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. Credit 3 hours.

CPT 433 Visual Basic.Net Programming Essentials II. Using Microsoft's Visual Basic.Net Integrated Development Environment, learners 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.

CPT 322 SQL Fundamentals. Using SQL server, learners 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, combines it with data from other tables, and display the data in specialized ways. Credit 3 hours.

CPT 323 VBA, The Internet, and Microsoft Office Applications. Course focuses on using Visual Basic for Applications programming to support applications in Microsoft Access and Excel. Learners 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.

CPT 421 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.

CPT 422 Hypertext Markup Language Programming Techniques. A course designed to have learners 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.

CPT 423 Project: Designing and Programming an Application. The learner 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.

CPT 431 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: CPT 421. Credit 3 hours.

Criminal Justice

Criminal Justice provides learners 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

Major Requirements (43 credit hours)

CJUS300	Foundations of Criminal Justice
CJUS315	Perspectives in Policing
CJUS325	Criminal Investigation Techniques
CJUS335	Correctional Theory and Practice
CJUS400	Criminology and Deviant Behavior
CJUS425	Criminal Law & Procedure
CJUS430	Criminal Justice Organizations: Administration and Management
CJUS440	Special Topics in Criminal Justice

Common Courses

HRD 210	Entrance Seminar
BUS 337	Business Ethics
ENG 420	Business and Administrative Communication
BQM 425	Research Project
BQM 427	Professional Communication and Presentations
BUS 445	Management Decision Making
LAS 499	Responsibility for the Future

Criminal Justice Courses

CJUS300 Foundations of Criminal Justice. Foundations of Criminal Justice surveys the concepts of crime and justice, the rule of law, and provides an overview of how crime impacts society. It provides a summary of police, prosecution, courts, and the correctional system. Additional issues and challenges in the criminal justice system such as juvenile crime, terrorism, and transnational organized crime will be reviewed. Credit 3 hours.

CJUS315 Perspectives in Policing. This course provides an in-depth analysis of the functions of police in a contemporary society by placing modern policing in a historical, sociological and political context. There is particular emphasis on conflicting role expectations of police in a democracy. This course explores the roots of modern law enforcement, beginning in Great Britain in the 1300s, to Sir Robert Peel's nine principles in 1829, and through societal and technological changes altering U.S policing in the twenty-first century. Extensive inquiry will uncover the positive and negative characteristics of the Political and Traditional Eras of Policing that have an impact on law enforcement and community problem solving policing efforts today Credit 3 hours.

CJUS325 Criminal Investigation Techniques. This course is designed to acquaint the learner with the problems and techniques involved in the investigation of crime. It includes current investigative procedure used in handling crime scenes, interviewing and interrogating suspects and witnesses, gathering and preserving evidence, obtaining information, and understanding the investigative process as it relates to crimes against persons and property. The legal aspects of case management, preparation, and court presentation will be examined. Credit 3 hours.

CJUS335 Correctional Theory and Practice. This course explores the ideas, practices, and characteristics of modern corrections. The course will equip learners with the skills necessary to succeed in the field of corrections. The course utilizes a three-pronged approach to corrections which includes a thorough description of correctional ideology, including professionalism, policy issues, and society's avowed goals for the correctional enterprise; a comprehensive overview of correctional practice, including the everyday operations of correctional agencies, prisons, jails, and the procedures of parole and probation; and the development of personal skills applicable to the corrections field. Credit 3 hours.

CJUS400 Criminology and Deviant Behavior. This course examines maladaptive behavior in American society. Definitions and theories of deviance will be explored with emphasis on theories of victimology that describe the motives, methods and backgrounds of various types of criminal predators. Special attention will be given to the causation of predatory violence that is rooted in maladaptive psychological development, neurological dysfunction, mental disorders, and maladaptive social influences. This course will also address how the criminal justice system investigates and responds to predatory offenders. Credit 3 hours.

CJUS425 Criminal Law & Procedure. This course combines both laws and procedure that support the criminal justice system. It examines substantive criminal law and procedural rights of the accused. Topics include elements of crimes and parties to crimes, types of crimes, criminal defenses, search and seizure, arrest, interrogation, and identification procedures, the pre-trial process, the criminal trial, sentencing and punishment, and other related topics. Credit 3 hours.

CJUS430 Criminal Justice Organizations: Administration and Management. This course introduces learners to endemic and emerging administrative problems and issues confronting the criminal justice agency. Learners will describe, analyze, and synthesize contemporary management problems and issues in a criminal justice organization. Modern management concepts significant to criminal justice organizations will be reviewed. Credit 3 hours.

CJUS440 Special Topics in Criminal Justice. This course will include an intensive examination of specialized contemporary topics in criminal justice. Topics may vary from course to course, but will include subjects such as: drugs and substance abuse; gangs; race; hate groups; women in the criminal justice system; domestic violence; and serial crime and criminals. Credit 3 hours.

Education

The need for well-qualified teachers in today's school systems is increasing and will continue to increase as a generation of teachers retires from the work force. Southwestern College Professional Studies offers adult learners who want to become teachers the opportunity to complete a bachelor of arts degree in education or a licensure preparation program in a format that allows a balanced approach to work, family, and educational pursuits. Learners will take one or two courses a week depending on their schedule. With the exception of the student teaching requirements, all coursework can be completed during the evenings or on Saturdays, allowing learners to work while completing the degree.

Effective July 1, 2003, all teacher candidates are also required to take a nationally-normed content test in the area they will teach.

Program Requirements

Admission to the Teacher Education Program

Learners seeking admission to the teacher education program must first demonstrate their readiness by completing the following requirements:

- ✓ General Psychology with grade of C or better.
- ✓ Developmental Psychology with grade of C or better.
- ✓ Sophomore standing with a GPA of at least 2.5.
- ✓ Demonstration of communication skills by completion of Composition I, Composition II and Speech with at least a 2.5 cumulative GPA in the three courses.
- ✓ Successful completion of Pre-Professional Skills Test (PPST) with scores that meet or exceed program requirements in the reading (173), math (172), and writing (172) sections.
- ✓ Education Entrance Seminar with grade of C or better.
- ✓ Foundations of Education with grade of C or better.
- ✓ Submission of formal application to Education Committee.
- ✓ Submission and approval of a writing sample.
- ✓ Successful completion of peer jury.

Admission for Transfer Students

- ✓ Transfer credit that meets the requirements and standards above, including GPA requirements. All transfer credits must be a C or better.
- ✓ Successful completion of Pre-Professional Skills Tests (PPST) with scores that meet or exceed program requirements in the reading (173), math (172), and writing (172) sections.
- ✓ Articulation of additional pre-professional credit as determined by the director of teacher education and the registrar.
- ✓ Submission of formal application to Education Committee.

- ✓ Submission and approval of a writing sample.
- ✓ Successful completion of peer jury.

General Requirements for Licensure

The program requires 33 semester hours of general education courses for teacher licensure. These courses will include Composition I and II, Speech, Mathematics (Intro to Statistics and Probability or College Algebra), Critical Issues in Health, and LAS499 (Responsibility for the future), and three hours or more in each of the following Main Campus General Education Perspectives: Natural Science, Social Science, Humanities, The Arts, and Other Cultures. Learners will work with their academic success coach for general education choices to meet the requirements.

Professional Requirements for Licensure

The professional course sequence is designed developmentally and each course has at minimum a 20-hour clinical experience component. Learners should plan accordingly when designing their program. With the exception of EDUC210, 215, 216, 311, 336, and 341, these courses are open only to learners who have been admitted to the teacher education program.

Required of all learners

EDUC210	Education Entrance Seminar
EDUC215	Foundations of Education
EDUC216	Diversity Field Experience
EDUC322	Educational Psychology
EDUC323	Introduction to Exceptionalities
EDUC440	Student Teaching Seminar

Required of early childhood majors

EDUC436	Early Childhood Methods and Management (online only-PS)
EDUC446	Observation and Supervised Teaching in Early Childhood

Programs

Required of elementary majors

EDUC437	Elementary School Methods and Management
EDUC447	Observation and Supervised Teaching in the Elementary School

Required if seeking middle-level/secondary licensure

EDUC348	Reading for Secondary Teachers
EDUC352	Principles of Effective Secondary Instruction
EDUC438	Teaching (subject) in the Secondary School
EDUC439	Secondary School Methods and Management
EDUC449	Observation and Supervised Teaching in the Secondary School

Subject area requirements

Requirements of each subject area are listed in that subject's section of the catalog.

B.A., Major in Elementary Education**General requirements**

Thirty-three hours of general education courses as specified in General Requirements section above.

Professional requirements

Eight professional courses as specified in Professional Requirements section above.

Major requirements

(These courses are open to learners who have not yet applied for admission to the teacher education program.)

EDUC223	Fine Arts in the Elementary School
EDUC328	Instructional Strategies in Physical Education for the Elementary Classroom Instructor
EDUC329	Children's and Adolescents' Literature
EDUC336	Introduction to the Reading Process
EDUC337	Science in the Elementary School
EDUC338	Mathematics in the Elementary School
EDUC341	Reading in the Elementary School
EDUC342	Language Arts in the Elementary School
EDUC345	Social Science in the Elementary School

Cognate requirements

MATH103	Foundations of Basic Mathematics
PSC228	Intermediate Algebra
PSC 229	College Algebra, or Statistics

Learners may either complete MATH 103 or earn validation of credit by examination.

B.A. Major in Early Childhood Education

The early childhood education program prepares learners to teach children from birth to age eight (third grade). This innovative program provides two semesters of field-based experiences where learners work together in a cohort group with professionals in the field gaining practical experiences with young children.

General requirements

Thirty-three hours of general education courses as specified in General Requirements section above.

Professional requirements

Eight professional courses as specified in Professional Requirements section above.

Major requirements

EDUC311	Introduction to Early Childhood Education
EDUC325	Motor Development, Expressive Arts, Social Studies
EDUC329	Children's and Adolescents' Literature
EDUC333	Teaching Young Children with Disabilities
EDUC335	Infant Development
EDUC336	Introduction to the Reading Process
EDUC339	Assessment Strategies in Early Childhood
EDUC341	Reading in the Elementary School
EDUC343	Home, School, and Community
EDUC420	Oral Language Development
EDUC425	Administration, Guidance, and Behavior
EDUC429	Assessment in Early Childhood Intervention
EDUC432	Technology in Special Education
EDUC435	Science and Math

Cognate requirements

MATH103	Foundations of Basic Mathematics
PSC228	Intermediate Algebra
PSC 229	College Algebra, or Statistics

Learners may either complete MATH 103 or earn validation of credit by examination.

Secondary Education Licensure

For specifics on each subject area requirement, please contact an education admissions counselor or education academic success coach at 316.684.5335 or toll free at 888.684.5335.

Kansas teacher licensure at the secondary level is available in the following subject areas:

- ✓ American History, World History, and Political Science
- ✓ Biology
- ✓ Business
- ✓ Chemistry
- ✓ English
- ✓ Mathematics
- ✓ Music (K-12)
- ✓ Physical Education (K-12)
- ✓ Physics
- ✓ Speech/Theatre

Professional requirements

Professional courses as specified in Professional Requirements section above.

Subject area requirements

Requirements of each subject area are listed in that subject's section of the catalog.

Education Courses

EDUC210 Education Entrance Seminar. An introductory and exploratory course for those considering education as a career. The course is designed to assist each prospective teacher in gaining a valid and comprehensive knowledge of what is involved in a teaching career. Emphasis is placed upon inquiry and personal involvement in planning an effective and successful career in education. Credit 1 hour

EDUC215 Foundations of Education. This course explores the theories and applications of educational philosophies for learners' use in both the classroom and their personal and professional lives. Additionally, educational institutions will be examined from historical, economic, sociological, and political perspectives. Credit 3 hours.

EDUC216 Diversity Field Experience. This course provides an opportunity for prospective teachers to observe, tutor, or mentor students in a school where there is a diverse population. Learners must complete at least 20 hours of work in a school with a diverse population. Prerequisites: EDUC215 or concurrent enrollment. Credit 1 hour.

EDUC 223 Fine Arts in the Elementary School. The course provides a pre-service teacher with the design, implementation, and evaluation of fine arts (music, art, dance) learning activities that are developmentally appropriate, meaningful, and challenging for all K-6th grade students, and the learning activities lead to positive learning outcomes that develop positive dispositions toward artistic explorations and expression. Credit 3 hours.

EDUC311 Introduction to Early Childhood Education. An introductory course for those preparing for licensure to teach in the early childhood area. This course is designed to assist each prospective teacher in gaining a valid and comprehensive knowledge of what is involved in early childhood education. Emphasis is placed upon reflection, inquiry and personal involvement in planning an effective and successful career in early childhood, and developing an understanding of how children develop and learn successfully. Current trends, issues, developmental theories, and research findings related to the education of young children will be explored. Credit 3 hours.

EDUC322 Educational Psychology. A course designed specifically to study the behavior of individuals and groups in educational settings. Emphases are placed upon development, motivation, assessment, individual differences, teaching modalities and learning preferences. Attention is also given to character education and attitudes. Directed observation and participation in the public schools provide practical application of course theory. Twenty hours of observation/participation in a public school classroom required. Prerequisite: Admission to Teacher Education. Credit 3 hours.

EDUC323 Introduction to Exceptionalities. A course designed to prepare prospective elementary and secondary teachers in the understanding and appreciation of students with exceptionalities. Emphases are placed upon characteristics and categories of exceptionality, processes of referral, assessment, and placement of exceptional students. Effective teaching practices and observation in the public schools provide practical application of course theory. Twenty hours of observation/participation in a public school classroom required. Prerequisite: Admission to Teacher Education. Credit 3 hours.

EDUC325 Motor Development, Expressive Arts, Social Studies. This course will examine the curricula, instructional strategies, and classroom organization for motor development, expressive arts, and social studies relevant to children aged birth through 8. Emphasis will be placed on the uniqueness as well as interrelatedness of the content areas, teaching methodology, and their successful implementation in the classroom environment. The course is designed as lecture with a co-requisite 45 hours lab practice with children in an early childhood setting. Credit 3 hours.

EDUC328 Instructional Strategies in Physical Education for the Elementary Classroom Teacher. Designed for K-5 classroom teacher, this course addresses the major concepts of health education, human movement, and physical activity as essential elements which foster a healthy lifestyle. Content includes health, nutrition, safety, impact of movement on brain development and learning, and integrates movement learning theories and practice across all curricular areas and instruction. Credit 2 hours.

EDUC329 Children's and Adolescents' Literature. Survey of literature K-12. Exploration of literature and relevant contemporary issues regarding literary works and pedagogy pre-K through 12th grade. Credit 3 hours.

EDUC333 Teaching Young Children with Disabilities. This course is designed to prepare prospective early childhood teachers in the understanding and appreciation of young children with exceptionalities. It will provide an overview of early childhood special education including service delivery models, atypical infant/toddler development, the effects of early intervention, and characteristics and etiologies of disabilities in young children. Appropriate delivery systems, assessment, curriculum, and intervention strategies will be considered. Credit 4 hours.

EDUC335 Infant Development. The purpose of this course is to introduce students to growth and development issues related to infants and toddlers and to provide experiences with the organization and management of high quality environments for infants. Appropriate play activities will be introduced. Concurrent enrollment with EDUC325. Credit 3 hours.

EDUC336 Introduction to the Reading Process. This course introduces prospective early childhood and elementary teachers to children's speech and language development, the recognition and development of emergent literacy, and the foundational knowledge of the reading process. This will include an understanding of basic literacy development and the cultural and linguistic diversity issues related to this development, knowledge of the major components of reading, appropriate methodologies for building an effective balanced reading

program, and a variety of assessment tools and practices used to plan and evaluate effective reading instruction. Credit 3 hours.

EDUC337 Science in the Elementary School. A course that focuses on methods of science instruction, organizing and presenting science materials for instruction, observation of classroom science presentation, familiarization with current trends in science education, and the development of a background in the content areas of science. Credit 3 hours.

EDUC338 Math in the Elementary School. A course focusing on principles and methods of mathematics instruction at the elementary level organized around the 13 math standards of the Kansas State Board of Education (adapted from NCTM guidelines). Development and presentation of math materials and units of instruction, familiarization with current trends in math curriculum and instructional methodology, and attention to evaluating and adapting instructional materials and delivery methods to the needs and learning styles of students are components of this course. Credit 3 hours.

EDUC339 Assessment Strategies in Early Childhood. This course is designed to prepare teachers to conduct reliable and valid assessments of children's growth and development in the early childhood arena. Learners are introduced to and have an opportunity to practice developing formal and informal assessment devices. Practice in developing and evaluating both open and closed assessment format is also provided. Special attention is given to performance-based assessments, particularly in the context of instruction that is developmentally appropriate. Concurrent enrollment with EDUC343. Credit 3 hours.

EDUC341 Reading in the Elementary School. Will emphasize the various methods of teaching and assessing reading in the elementary. It will prepare prospective teachers to develop programs to strengthen vocabulary and comprehension skills, assess growth in reading skills, diagnose reading problems, and adapt instructional materials and delivery methods to meet the special needs and learning styles of students. In conjunction with regular course work, the prospective teacher will gain experience through practical application with a required 20 hour practicum in the public schools. Prerequisite: Admission to Teacher Education. Credit 3 hours.

EDUC342 Language Arts in the Elementary School. A study of developing language skills in children, with an emphasis on oral language, viewing, listening, writing, and spelling. Content includes cooperative learning strategies, effective group strategies, and a survey of current trends in language arts instruction, as well as the development of a whole language curriculum, multicultural language arts units, and interdisciplinary units. Credit 3 hours.

EDUC343 Home, School, and Community. The purpose of this class is to promote the understanding that quality services for young children and their families are best ensured by establishing collaborative relationships between the home school program and community. A portion of the course focuses on techniques for establishing collaborative relationships with parents and involving family members in the growth and development of the young child. Health, nutrition, and safety issues also will be explored. Concurrent enrollment with EDUC339. Credit 3 hours.

EDUC345 Social Science in the Elementary School. A course that emphasizes the relationship of the various social science areas and the elementary school curriculum. Content includes unit and instructional material development and presentation, familiarization with current trends in social studies instruction. Emphases include multicultural instruction, interdisciplinary unit development, and the methodology of content delivery. Credit 3 hours.

EDUC348 Reading for Secondary Teachers. This course helps prospective secondary teachers design and develop methods and materials to foster successful reading skills in all content areas. Learners also practice adapting teaching strategies and content for special needs or learning styles. In conjunction with regular course work, learners gain experience through practical application with a required reading practicum in the public schools. Credit 3 hours.

EDUC352 Principles of Effective Secondary Instruction. This introductory course is designed to provide an overview of essential elements of planning and implementing effective instruction at the secondary level. Emphasis will be given to integrating fundamental concepts and processes of curriculum development with select instructional strategies and models that can best be employed to enhance learner learning. Prerequisite: Admission to Teacher Education. Credit 3 hours.

EDUC420 Oral Language Development. This course introduces prospective educators to children's speech and language development, recognition and development of readiness skills, and appropriate methodologies for developing the communications skills of young children. Credit 3 hours.

EDUC425 Administration, Guidance, and Behavior. This course will provide an overview of the responsibilities of administrators, directors, and teachers in school and program management. Legal and financial issues also will be covered, as well as ethical aspects of early childhood programs. Additionally, learners will be introduced to successful classroom management strategies. Credit 3 hours.

EDUC429 Assessment in Early Childhood Intervention. This course will focus upon the administration and interpretation of test instruments including screening tests, formal and informal tests, norm and criterion-referenced tests, and diagnostic and achievement tests. Individual assessment of developmental skills, academic achievement, adaptive behavior, and processes will be included. Credit 3 hours.

EDUC432 Technology in Special Education. The goal of this course is to provide an overview of technology, specifically, assistive technology and what it can do for learners with special needs. In addition, learners will be able to implement a framework for identifying student needs and determining desired outcomes when choosing technological solutions. Credit 3 hours.

EDUC435 Science and Math. This course will prepare prospective teachers to teach science and mathematics in the early childhood (birth through eight) setting. Theories and methodologies will be explored. Special attention will be given to developmentally appropriate activities, with significant emphasis placed on integrating subject matter. Technology issues also will be covered. Credit 3 hours.

EDUC 436 Early Childhood Methods and Management. This course focuses on the development of professional teaching skills for the early childhood teacher, including: a personal philosophy of education; classroom management procedures; a discipline plan; instructional methods. This course is for online learners only. Credit 3 hours.

EDUC438 Teaching (subject) in the Secondary School. This course provides secondary education candidates with instructional strategies, methods and familiarity with current trends in their content area. Learners are involved in a mentoring triad with public school teachers, subject area faculty, and the secondary education director. In conjunction with his or her mentor partners, each learner develops a plan for study, observation, and practice in the public schools and on campus. Prerequisites: concurrent enrollment in EDUC439 and successful completion or concurrent enrollment in EDUC348, or consent of instructor. Credit 3 hours.

EDUC439 Secondary School Methods and Management. This course focuses on the development of professional teaching skills for the secondary and middle school teacher, including: a personal philosophy of education; classroom management procedures; a discipline plan; instructional methods and strategies; program, course, unit, and lesson planning; awareness of current trends in education; and assessment/evaluation strategies. During this semester, learners complete their professional portfolio and make application for student teaching placement. This course is taken immediately prior to the professional block. Prerequisites: Admission to Teacher Education, and senior standing. Credit 3 hours.

EDUC440 Student Teaching Seminar. A seminar course designed to be taken in conjunction with the student teaching block. This course focuses on the theory and application of educational philosophies for the learner's use in both classroom and personal professional life. Candidates practice reflection and problem solving of professional issues and tasks which may be encountered by the beginning teacher. Learners are also prepared to seek professional positions. Prerequisites: Unconditional admission into student teaching. Concurrent enrollment with either EDUC446, 447, 448, or 449. Credit 1 hour.

EDUC446 Observation and Supervised Teaching in Early Childhood Programs. Clinical experiences in kindergarten through third grade public school classrooms for teacher licensure candidates. Concurrent enrollment with EDUC440. Prerequisites: Unconditional admission into student teaching. Credit 12 hours.

EDUC447 Observation and Supervised Teaching in the Elementary School. Clinical experiences in the public schools for teacher licensure candidates. Concurrent enrollment with EDUC440. Prerequisites: Unconditional admission into student teaching. Credit 12 hours.

EDUC448 Observation and Supervised Teaching in the Middle School. Clinical experiences in the public schools for teacher licensure candidates. Concurrent with EDUC440. Prerequisites: Unconditional admission into student teaching. Credit 12 hours.

EDUC449 Observation and Supervised Teaching in the Secondary School.

Clinical experiences in the public schools for teacher licensure candidates. Concurrent enrollment with EDUC440. Prerequisites: Unconditional admission into student teaching. Credit 12 hours.

EDUC459 Restricted Licensure Program Practicum. This course provides restricted licensure learners with supervised practica throughout the teacher education program until they obtain their initial license. Restricted licensure learners are required to enroll in the practicum fall and spring semesters until the initial license is granted. Credit 1 hour. May be repeated for credit six times.

Bachelor of General Studies

The Bachelor of General Studies degree allows learners to design their own program of study combining courses from multiple majors. Learners must complete a minimum of 36 upper division credit hours in at least five different disciplines. The degree will allow a learner to become a generalist, and will allow flexibility in developing a plan which will address the learner's particular professional needs or personal areas of interest.

Required Common Courses:

- ENG 420 Business and Administrative Communication
- BUS 445 Management Decision Making
- BUS 337 Business Ethics
- LAS 499 Responsibilities of the Future
- BQM 425 Research Project

With the assistance of an academic success coach, and with approval of the Director of Academic Affairs, each learner will outline a plan of study incorporating a minimum of 21 hours from a combination of majors in addition to the 5 required common courses listed above.

Learners will be required to fulfill the entrance requirements for Comp I and II, Math, General Education courses, and will complete HRD210 as their first course.

All graduation requirements must be met with regard to 124 hours total, 60 from a baccalaureate degree granting institution, and 30 from Southwestern College. Transfer policies already in place may be used toward the completion of this degree.

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 learners the education necessary for effective management of people and resources.

B.S., Major in Human Resource Development

Major Requirements (43 credit hours)

HRD 310	Legal and Regulatory Environment of Human Resources
HRD 330	Microsoft Office Applications
HRD 338	Human Resources Technology
HRD 323	Finance for Non-Financial Managers
HRD 345	Managing Human Resources
BUS 328	Organizational Behavior
HRD 324	Performance Management
HRD 321	Compensation and Benefits

Common Courses

HRD 210	Entrance Seminar
BUS 337	Business Ethics
ENG 420	Business and Administrative Communication
BQM 425	Research Project
BQM 427	Professional Communication and Presentations
BUS 445	Management Decision Making
LAS 499	Responsibility for the Future

Human Resource Development Courses

HRD 310 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.

HRD 330 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.

HRD 321 Compensation and Benefits. Analyzes the labor market, insights into socioeconomic and political events that influence wage and salary administration, methods of building an adequate and equitable compensation package in order to attract and retain competent employees, reward for merit and accomplishments, and providing incentives for development. Credit 3 hours.

HRD 338 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.

HRD 323 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.

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 environment, management labor relations, compensation, and benefit administration. Credit 3 hours.

BUS 328 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.

HRD 324 Performance Management. The learner 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.

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 learner'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 (45 credit hours)

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
NURS434	Pathophysiology for Current Practitioners
NURS440	Nursing Management
MATH215	Introduction to Statistics and Probability
LAS 499	Responsibility for the Future
Economics	3 credit hours

Electives

NURS337	Professional Nursing Issues
NURS359	Elective Practicum Experience

Nursing Courses

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 learner. Learner roles, critical thinking, and scholarly work are addressed. Credit 3 hours.

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. Credit 3 hours.

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. Learners must successfully complete this course before enrolling in NURS335. 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.

NURS434 Pathophysiology for Current Practitioners. Major pathophysiologic concepts are explored using a body systems approach. Theories relating etiology, pathogenesis and clinical manifestations are used to study common disease processes. Concepts from anatomy and physiology, chemistry, and other science courses provide the foundation for exploring human dysfunction. This course provides a basis for understanding alterations in functioning imposed by stressors and disease processes so that application to understanding clinical manifestations can be made. Credit 3 hours.

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.

MATH215 Introduction to Statistics and Probability. An introduction to statistics and probability with emphasis on applications. Topics include numerical and graphical displays of data, linear regression, hypothesis testing, and elementary probability, including counting methods, conditional probabilities and probability distributions. Prerequisite: MATH105 or consent of instructor. Credit 3 hours.

LAS 499 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 Nursing Courses

NURS337 Professional Nursing Issues. Issues affecting the delivery of quality health care, present and future, are explored, and the nurse's role in effecting change is analyzed. Credit 3 hours.

NURS359 Elective Practicum Experience. (This course is considered an unscheduled course. Learners may enroll at anytime by contacting the program director.) This course is designed to allow currently practicing practitioners to pursue individual interest in a variety of practicum areas while working directly with a faculty member. Learners will develop a learner/faculty learning contract to guide practicum experiences. Each credit hour represents a minimum of 18 hours of practicum. (Credit varied 1-3 hours. A total of 6 hours can be earned towards BSN degree).

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
OMGT410	Operations Management II
COT 313	Project Administration
OMGT305	Organizational Quality Management
OMGT311	Six Sigma Green Belt I
OMGT320	Managing Group Dynamics
OMGT415	Integrative Supply Chain Management
OMGT422	Finance for Management

Common Courses

HRD 210	Entrance Seminar
BUS 337	Business Ethics
ENG 420	Business and Administrative Communication
BQM 425	Research Project
BQM 427	Professional Communication and Presentations
BUS 445	Management Decision Making
LAS 499	Responsibility for the Future

Operations Management Courses

OMGT310 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.

OMGT305 Organizational Quality Management. An overview of the key elements required in all aspects of operational management utilizing the most accepted techniques for achieving quality including Malcolm Baldrige, AS9100, and change management principles Credit 3 hours.

OMGT311 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.

OMGT320 Managing Group Dynamics. This course examines individual and group behavior within the context of the organizational design and culture. Includes theoretical and practical knowledge for understanding topics such as motivation, leadership, management decision-making, group process, and conflict resolution. Credit 3 hours.

OMGT410 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.

OMGT415 Integrative 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.

OMGT422 Finance for Management. Designed to address the needs of the non-financial, non-accountant manager. Study will include basic financial principles as they deal with budgeting, asset value, cost factors, direct labor, overhead, standard cost, positive and negative variances, and capital budgeting. Credit 3 hours.

Pastoral Studies

This program provides learners 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)

HRD 210	Entrance Seminar
PHIL225	Critical Thinking
REL 200	Bible Survey
REL 215	Understanding the Old Testament
REL 216	Understanding the New Testament
REL 301	Systematic Theology I
REL 302	Systematic Theology II
PHIL320	Philosophy of Religion
REL 333	The Church: Origins to the Middle Ages
REL 334	The Church: Renaissance to the Present
REL 340	Texts and Their Meanings
REL 401	Theological Systems and Issues
REL 415	Denominational Heritage and Structure
LAS 499	Responsibility for the Future

Electives

REL 424	Applications in Youth Ministry
REL 325	Basic Preaching
REL 332	Caring in the Church Community
REL 420	Evangelism
REL 425	Church Administration and Finance
PSC 236	Comparative Religion and Philosophy

Pastoral Studies Courses

LAS 499 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.

PHIL225 Critical Thinking. This course introduces learners to skills necessary for analyzing arguments, which learners can then use to determine the strength or soundness of ideas they encounter in their reading. It includes learning to recognize informal fallacies. Credit 3 hours.

REL 200 Bible Survey. An introduction to the basic content of the Biblical books. The main objective of this course is to help learners gain a solid overview and to discern major scriptural themes. Credit 3 hours.

REL 215 Understanding the Old Testament. A survey of the Old Testament books (Hebrew Scriptures) with focus on appropriate interpretive methods that pastors and youth pastors use to help congregations understand and apply the scriptures. It shows the deep influence of the Old Testament upon the New Testament (Prerequisite: REL 200). Credit 3 hours.

REL 216 Understanding the New Testament. A survey of the New Testament books with focus on appropriate interpretive methods that pastors and youth pastors use to help congregations understand and apply the scriptures. It illustrates the New Testament's dependence upon the Old Testament (Prerequisite: REL 200 and REL 215). Credit 3 hours.

REL 301 Systematic Theology I. An introduction to the best practices of Christian thinkers, to equip pastors and youth pastors with interpretive tools for helping people understand the Christian faith. The focus of this course is on methods (critical tools) for the interpretive role of pastor/youth pastor (Recommended Prerequisite: PHIL 225). Credit 3 hours.

REL 302 Systematic Theology II. A study of the core teachings of the Christian faith and the means by which the church through the centuries has come to organize these teachings. This course shows the deep internal relationships between the various teachings and how they shape both individual and communal Christian life. Credit 3 hours.

PHIL 320 Philosophy of Religion. An inquiry into the general subject of religion from the philosophical point of view. Among the specific questions considered are: the nature, function and value of religion; the validity of the claims of religious knowledge; the nature of evil; and the existence and character of deity. Credit 3 hours.

REL 333 The Church: Origins to the Middle Ages. This course introduces learners to the major movements, personalities and ideas that have shaped Christian thought and practice through the centuries. It also links these matters to issues the contemporary church and world are facing. The course covers the time frame from the church's beginnings to approximately 1300 CE/AD. Credit 3 hours.

REL 334 The Church: Renaissance to the Present. This course is an extension of REL 333 and follows the same approach; it introduces learners to major thinkers, ideas and movements that shape today's church and helps learners to see their significance for understanding today's church and world (Although it is best to take the courses in order, REL 334 may be taken prior to taking REL 333). Credit 3 hours.

REL 340 Texts and Their Meanings. 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.
Recommended prerequisite: REL 200. Credit 3 hours.

REL 401 Theological Systems and Issues. A brief review of theological method and a survey of well-known modern systems of Christian thought including process, liberation, feminist, and neo-orthodox/evangelical theory. Recommended prerequisite: REL 301 and 302. Credit 3 hours.

REL 415 Denominational Heritage and Structure. This course is designed to assist learners 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.

Elective Courses

REL 424 Applications in Youth Ministry. Comprehensive youth ministry foundational to local church work. Emphasis on equipping learners to practice youth ministry in the local church by exploring a variety of theories, techniques, and resources. Credit 3 hours.

REL 325 Basic Preaching. Though a form of public speaking, preaching is different in many important respects. This course is designed to help the learner develop skills in delivering a sermon. Credit 3 hours.

REL 332 Caring in the Christian Community. The course will help learners become better informed as caring ministers and more effective in developing care ministries in their local settings. Learners 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.

REL 420 Evangelism. This course is designed to help the learner gain theoretical and practical education in Christian evangelism. Credit 3 hours.

REL 425 Church Administration and Finance. This course will help learners evaluate the administrative and financial aspects of ministry. Credit 3 hours.

PSC 236 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. Credit 3 hours.

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.

B.A., Major in Security Management Major Requirements (43 credit hours)

SMGT311	Introduction to Security
SMGT315	Physical Security
SMGT320	Information Security
SMGT321	Homeland Security Fundamentals
SMGT411	Loss Prevention and Crime Prevention
SMGT415	Legal Aspects of Security
SMGT420	Emergency Planning
SMGT424	Terrorism-Motivations and Adversaries

Common Courses

HRD 210	Entrance Seminar
BUS 337	Business Ethics
ENG 420	Business and Administrative Communication
BQM 425	Research Project
BQM 427	Professional Communication and Presentations
BUS 445	Management Decision Making
LAS 499	Responsibility for the Future

Security Management Courses

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 laws 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. Credit 3 hours.

Strategic Leadership

Being a leader in today's rapidly changing society requires content knowledge as well as knowledge about self and leadership style. The Strategic Leadership major provides learners with the ability to enhance their self-awareness and to effectively forecast and lead change. Learners completing this major will be able to take a proactive approach to strategic leadership and decision making.

B.S., Major in Strategic Leadership

Major Requirements (43 credit hours)

STL 302	Self Awareness and Personality Traits
STL 307	Leadership Theories and Practical Applications
STL 310	Interpersonal Group Dynamics
STL 318	Critical Thinking
STL 410	Negotiation Skills
STL 420	Forecasting & Leadership Change
STL 430	Multi-Cultural Perspectives and Global Trends
STL 435	Strategic Planning

Common Courses

HRD 210	Entrance Seminar
BUS 337	Business Ethics
ENG 420	Business and Administrative Communication
BQM 425	Research Project
BQM 427	Professional Communication and Presentations
BUS 445	Management Decision Making
LAS 499	Responsibility for the Future

Strategic Leadership Courses

STL 302 Self Awareness and Personality Traits. This course is designed for learners to enhance their self-awareness, creativity and identify their leadership style. Requires learners to evaluate and enhance their personal leadership skills and develop a personal model of leadership. Credit 3 hours.

STL 307 Leadership Theories and Practical Applications. This course is an introduction to various leadership theories and models. Learners evaluate and apply leadership theories to practical real work situations. Credit 3 hours.

STL 310 Interpersonal Group Dynamics. Designed to focus on the interpersonal dynamics of groups and individuals. Learners will examine how non-verbal communication, perceptions of self and others influence people's behavior. Credit 3 hours.

STL 318 Critical Thinking. This course prepares learners to critically interpret, synthesize, analyze and evaluate information. It is designed to introduce learners

to complex problems and help them come to well reasoned conclusions and solutions. Credit 3 hours.

STL 410 Negotiation Skills. This course helps learners develop the tactics, strategies and interpersonal skills necessary for today's complex organizations. Learners are introduced to strategies for conflict management and the technique of dispute resolution. The process of mediation, facilitation and negotiation will be reviewed. Credit 3 hours.

STL 420 Forecasting and Leading Change. Designed to enable learners to use market trends and societal changes to forecast changes. Learners will look at topics that include demographic changes, market trends, national income, and societal shifts to effectively forecast future changes by using forecasting techniques. Credit 3 hours.

STL 430 Multi-Cultural Perspectives and Global Trends. A study of the leadership implications surrounding political, social, economic and other world views. Learners will explore how global events effect decision making and strategic goals. Credit 3 hours.

STL 435 Strategic Planning. Designed to help learners take a proactive approach to strategic planning. A variety of perspectives, models and approaches will be used in the most common form of strategic planning. Credit 3 hours.

Youth Ministry

Southwestern College's nondenominational Youth Ministry program is designed for individuals called to serve young people by ministering to and developing their lives as young Christians. The program emphasizes the importance of the role that youth ministers play in guiding young people as they develop emotionally, relationally as well as spiritually. As such, the program combines real-world awareness of life's complexities with a thorough grounding in biblical and theological understanding. The Youth Ministry program is offered completely online.

B.A., Major in Youth Ministry

Major requirements (43 credit hours)

HRD 210	Entrance Seminar (1 credit hour)
REL124	Introduction to Youth Ministry
PHIL225	Critical Thinking
REL 305	Applications in Youth Ministry
REL 224	Adolescent Spirituality
PHIL320	Philosophy of Religion
REL 215	Understanding the Old Testament
REL 216	Understanding the New Testament
REL324	Teaching Methods in Youth Ministry
REL 333	The Church: Origins to the Middle Ages
REL 334	The Church: Renaissance to the Present
REL 301	Systematic Theology I
REL 302	Systematic Theology II
REL 454	Practicum in Youth Ministry
LAS 499	Responsibility for the Future

Recommended Electives

REL 420	Evangelism
REL 325	Basic Preaching
REL 415	Denominational Heritage and Structure
REL 425	Church Administration and Finance
REL 354	United Methodist History (required for anyone seeking United Methodist Youth Ministry certification)

Youth Ministry Courses

REL 124 Introduction to Youth Ministry. An exploratory course that introduces learners to the necessary concepts and skills related to youth ministry. The course includes observation in local church and/or para-church youth ministry settings. Credit 3 hours.

PHIL225 Critical Thinking. This course introduces learners to skills necessary for analyzing arguments, which learners can then use to determine the strength or soundness

of ideas they encounter in their reading. It includes learning to recognize informal fallacies. Credit 3 hours.

REL 424 Applications in Youth Ministry. Comprehensive youth ministry foundational to local church work. Emphasis on equipping learners to practice youth ministry in the local church by exploring a variety of theories, techniques, and resources. Credit 3 hours.

REL 224 Adolescent Spirituality. A course exploring age-relevant existential questions concerning belief in God, religious experience, and young people's relationships to the church and to each other. It includes an introduction to spiritual disciplines associated with the Christian faith. Credit 3 hours.

PHIL320 Philosophy of Religion. An inquiry into the general subject of religion from the philosophical point of view. Among the specific questions considered are: the nature, function and value of religion; the validity of the claims of religious knowledge; the nature of evil; and the existence and character of deity. Credit 3 hours.

REL 215 Understanding the Old Testament. A survey of the Old Testament books (Hebrew Scriptures) with focus on appropriate interpretive methods that pastors and youth pastors use to help congregations understand and apply the scriptures. It shows the deep influence of the Old Testament upon the New Testament (Prerequisite: REL 200). Credit 3 hours.

REL 216 Understanding the New Testament. A survey of the New Testament books with focus on appropriate interpretive methods that pastors and youth pastors use to help congregations understand and apply the scriptures. It illustrates the New Testament's dependence upon the Old Testament (Prerequisite: REL 200 and REL 215). Credit 3 hours.

REL 324 Teaching Methods in Youth Ministry. This course builds on prior learning in youth ministry courses by combining that learning with educational theory, to develop a knowledge base and skill in teaching in youth ministry settings. It includes teaching in groups and one-to-one (Prerequisite: REL 124). Credit 3 hours.

REL 333 The Church: Origins to the Middle Ages. This course introduces learners to the major movements, personalities and ideas that have shaped Christian thought and practice through the centuries. It also links these matters to issues the contemporary church and world are facing. The course covers the time frame from the church's beginnings to approximately 1300 CE/AD. Credit 3 hours.

REL 334 The Church: Renaissance to the Present. This course is an extension of REL 333 and follows the same approach; it introduces learners to major thinkers, ideas and movements that shape today's church and helps learners to see their significance for understanding today's church and world (Although it is best to take the courses in order, REL 334 may be taken prior to taking REL 333). Credit 3 hours.

REL 301 Systematic Theology I. An introduction to the best practices of Christian thinkers, to equip pastors and youth pastors with interpretive tools for helping people understand the Christian faith. The focus of this course is on methods (critical tools) for the interpretive role of pastor/youth pastor (Recommended Prerequisite: PHIL 225). Credit 3 hours.

REL 302 Systematic Theology II. A study of the core teachings of the Christian faith and the means by which the church through the centuries has come to organize these teachings. This course shows the deep internal relationships between the various teachings and how they shape both individual and communal Christian life. Credit 3 hours.

REL 454 Practicum in Youth Ministry. The practicum involves real work experience in a youth ministry setting. Practicum should allow significant application of concepts learned throughout the program of study. Approval forms for practicum are available online. The form requires a complete description of the work to be undertaken, the basis for grading, the signatures of the learner, off-campus supervisor, and the supervising instructor. It is to be returned to a Professional Studies office at the time of enrollment for the course. Credit 3 hours.

Certificates and Certification Preparation

Southwestern College offers both certificates and certification preparation courses for professional societies. Credit hours earned for these certificate programs and certification preparation courses can be used to satisfy credit hour requirements for Southwestern College bachelor's degrees. Certificates are awarded only for courses taken at Southwestern College unless otherwise stated in an extra-institutional or military education agreement.

Certificates

- Essentials of Human Resource Management (SHRM)
- Change Leadership
- Cyber Crime Investigation
- Enterprise Quality Management
- Homeland Security
- Lean Six Sigma
- Ministry Leadership
- Operational Leadership
- Organizational Communication

Certification Preparation

- ASQ—American Society for Quality
- GPHR – Society for Human Resource Management (SHRM)

Program Requirements

Essentials of Human Resource Management Certificate

This consists of six modules delivered in a two-day program in cooperation with the Society for Human Resource Management (SHRM).

- Course requirements (1.5 credit hours)
- Module 1: Essentials of Human Resource Management
- Module 2: Employment Law in Your Workplace
- Module 3: Effective Recruitment and Selection Techniques
- Module 4: Basics of Compensation
- Module 5: Orienting and Training Your Employees
- Module 6: Ensuring Quality Performance

SHRM Courses

Module 1: Essentials of Human Resource Management. In this module, learners will define human resource management and the key characteristics of a profession, explain the roles and responsibilities of human resource professionals, discuss changes in the structure and nature of the HR profession, identify the key outcomes of the HR planning process, describe each step in the HR planning process, and understand the internal and external influences that affect HR management.

Module 2: Employment Law in Your Workplace. In this module, learners will be able to explain the key provisions of legislation that affects HR activities, explain the role of the EEOC and how it conducts investigations, and describe the purpose and elements of an affirmative action plan.

Module 3: Effective Recruitment and Selection Techniques. In this module, learners evaluate recruiting methods and their effectiveness, explain the selection process and identify key selection tools, explain adverse impact and perform adverse impact calculations, and recognize biases in the interview process and how to eliminate them.

Module 4: Basics of Compensation. In this module, learners explain the basic elements of a total compensation system, provide a basic framework for base pay, incentives, and differentials, explain the common types of pay increases, distinguish between job analysis and documentation and the role each plays in compensation, describe the purpose of job evaluation and the methods used, provide an overview of benefits commonly offered by employers.

Module 5: Orienting and Training Your Employees. In this module learners explain the purposes of orientation, development, and training, explain the characteristics that lead to effective adult learning, describe the role of training objectives, explain the various types of on-the-job and off-the-job training, and explain the four levels of evaluation.

Module 6: Ensuring Quality Performance. In this module learners describe the purpose and process of performance appraisal, identify common performance appraisal methods and their uses, describe common appraisal errors, explain the disciplinary process and the legal concepts that affect it, and explain the key guidelines for conducting a disciplinary meeting.

SHRM GPHR Certification Preparation

HRD426 Global Professional in Human Resources. This course offers the Human Resources professional information and resources to help him/her prepare for certification process to become a Global Professional in Human Resources

and to prepare to offer human resource services to the rapidly expanding global enterprise world. Society for Human Resource Management (SHRM) approved course. 3 credit hours (online)

The Change Leadership Certificate engages individuals in a body of knowledge that focuses on how organizations move through change. Learners will examine how interpersonal behaviors and organizational structures impact change initiatives. The Change Leadership Certificate also allows the learner to develop their skills for adapting to change and potentially leading a change initiative in their organizations.

Required Courses (15 credit hours)

HRD 345 Managing Human Resources

BUS 328 Organizational Behavior

OMGT 320 Managing Group Dynamics

STL 420 Forecasting and Leading Change

STL 435 Strategic Planning

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 environment, management labor relations, compensation, and benefit administration. Credit 3 hours.

BUS 328 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.

OMGT320 Managing Group Dynamics. This course examines individual and group behavior within the context of the organizational design and culture. Includes theoretical and practical knowledge for understanding topics such as motivation, leadership, management decision-making, group process, and conflict resolution. Credit 3 hours.

STL 420 Forecasting and Leading Change. Designed to enable learners to use market trends and societal changes to forecast changes. Learners will look at topics that include demographic changes, market trends, national income, and societal shifts to effectively forecast future changes by using forecasting techniques. Credit 3 hours.

STL 435 Strategic Planning. Designed to help learners take a proactive approach to strategic planning. A variety of perspectives, models and approaches will be used in the most common form of strategic planning. Credit 3 hours.

The Cyber Crime Investigation Certificate provides individuals a bridge between criminal justice foundational knowledge and the growing law enforcement challenges of cyber crime. Learners in the Cyber Crime Investigation Certificate have an opportunity to learn investigative and legal aspects of cyber crime while also learning techniques for preventive measures in their organizations.

Required Courses (15 credit hours)

CJUS 325 Criminal Investigation Techniques

SMGT 320 Information Security

SMGT415 Legal Aspects of Security

CJUS 451 Computer Forensics & Cyber Crime

SMGT 411 Loss Prevention and Crime Prevention

CJUS325 Criminal Investigation Techniques. This course is designed to acquaint the learner with the problems and techniques involved in the investigation of crime. It includes current investigative procedure used in handling crime scenes, interviewing and interrogating suspects and witnesses, gathering and preserving evidence, obtaining information, and understanding the investigative process as it relates to crimes against persons and property. The legal aspects of case management, preparation, and court presentation will be examined. 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.

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 laws of arrest, search and seizure, detention, surveillance and legal consequences are also examined. Credit 3 hours.

CJUS451 Computer Forensics & Cyber-Crime. This course will focus on the technological, systematic examination of the computer system and its contents for legal evidence of a crime as well as criminal acts dealing with and networks. The course will explore computer analysis and investigation techniques, the digital means to commit crimes, and the issues facing law enforcement in cyber crime investigations. Various types of cyber crimes will be studied and examined. It will also focus the tools used by law enforcement to probe cyber crime and current trends in cyber crime. 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.

The Enterprise Quality Management Certificate is designed to provide individuals with a balanced exposure to the components of successful quality initiatives. It combines interpersonal and group dynamics, process improvement, project management, and statistical knowledge and practice to assist learners in developing their skills to successfully participate in and potentially lead quality initiatives in their organization.

Required Courses (15 credit hours)

BQM 301 Business Quality Management

BQM 310 Team Management

BUS328 Organizational Behavior

COT 313 Project Administration

MTCH317 Certified Quality Improvement Assoc.

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, Baldrige criteria) for achieving quality. Credit 3 hours.

BQM 310 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.

BUS 328 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.

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.

MTCH317 Certified Quality Improvement Associate (CQIA). Course is designed to acquaint learners 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.

The Homeland Security Certificate is designed to address a multitude of issues and challenges facing organizations today given the ever-evolving nature of homeland security issues in the United States and those impacting on citizens and countries around the world. The courses are taught by practicing professionals who bring real-world applications to each of the classes. Southwestern College has been a leader in the offering of security curriculum at the undergraduate and graduate levels.

Required Courses (15 credit hours)

SMGT 311 Introduction to Security

SMGT 315 Physical Security **or** SMGT 320 Information Security

SMGT 321 Homeland Security Fundamentals

SMGT 424 Terrorism-Motivations and Adversaries

SMGT 415 Legal Aspects of Security **or** SMGT 430 Contemporary Issues

SMGT311 Introduction to Security. This 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, and 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.

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.

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 surrounding 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. Credit 3 hours.

SMGT430 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.

The Lean Six Sigma Certificate provides individuals the opportunity to develop the necessary knowledge and skills to manage business processes using a philosophy of continuous improvement. Learners are introduced to the major concepts that will contribute to their success in the areas of operations and supply chain management. Concepts covered within this certificate include: lean principles, value stream, process management and analysis, project administration, and Six Sigma.

Required Courses (15 credit hours)

OMGT311	Six Sigma Green Belt I
OMGT312	Six Sigma Green Belt II
OMGT310	Operations Management I
OMGT320	Managing Group Dynamics
OMGT415	Integrative Supply Chain Management

OMGT311 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 of Six Sigma will be described. Credit 3 hours.

OMGT312 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.

OMGT310 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.

OMGT320 Managing Group Dynamics. This course examines individual and group behavior within the context of the organizational design and culture. Includes theoretical and practical knowledge for understanding topics such as motivation, leadership, management decision-making, group process, and conflict resolution. Credit 3 hours.

OMGT415 Integrative 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.

The Ministry Leadership Certificate provides individuals with the foundational teachings in scripture and the practices of the Christian faith. Completion of the Ministry Leadership Certificate will better equip a lay person who might be leading a small congregation or assisting in the ministry in their organization.

Required Courses (15 credit hours)

- REL 215 Understanding the Old Testament
- REL 216 Understanding the New Testament
- REL 301 Systematic Theology I
- REL 302 Systematic Theology II
- REL 325 Basic Preaching
- REL 420 Evangelism

REL 215 Understanding the Old Testament. A survey of the Old Testament books (Hebrew Scriptures) with focus on appropriate interpretive methods that

pastors and youth pastors use to help congregations understand and apply the scriptures. It shows the deep influence of the Old Testament upon the New Testament (Prerequisite: REL 200). Credit 3 hours.

REL 216 Understanding the New Testament. A survey of the New Testament books with focus on appropriate interpretive methods that pastors and youth pastors use to help congregations understand and apply the scriptures. It illustrates the New Testament's dependence upon the Old Testament (Prerequisite: REL 200 and REL 215). Credit 3 hours.

REL 301 Systematic Theology I. An introduction to the best practices of Christian thinkers, to equip pastors and youth pastors with interpretive tools for helping people understand the Christian faith. The focus of this course is on methods (critical tools) for the interpretive role of pastor/youth pastor (Recommended Prerequisite: PHIL 225). Credit 3 hours.

REL 302 Systematic Theology II. A study of the core teachings of the Christian faith and the means by which the church through the centuries has come to organize these teachings. This course shows the deep internal relationships between the various teachings and how they shape both individual and communal Christian life. Credit 3 hours.

REL 325 Basic Preaching. Though a form of public speaking, preaching is different in many important respects. This course is designed to help the learner develop skills in delivering a sermon. Credit 3 hours.

REL 420 Evangelism. This course is designed to help the learner gain theoretical and practical education in Christian evangelism. Credit 3 hours.

The Operational Leadership Certificate is designed for individuals interested in developing leadership strategies to assist their organizations with the multiple challenges of leading in today's global society. Learners are introduced to leadership strategies in the areas of multi-cultural relationships, negotiating, and forecasting. Successful completion of the Operational Leadership Certificate prepares the learner to take a proactive role in strategic leadership and decision-making.

Required Courses (15 credit hours)

STL 307	Leadership Theories and Practical Application
STL 310	Interpersonal Group Dynamics
STL 410	Negotiation Skills
STL 420	Forecasting & Leading Change
STL 430	Multi-Cultural Perspectives and Global Trends

STL 307 Leadership Theories and Practical Application. This course is an introduction to various leadership theories and models. Learners evaluate and apply leadership theories to practical real world situations. Credit 3 hours.

STL 310 Interpersonal Group Dynamics. Designed to focus on the interpersonal dynamics of groups and individuals. Learners will examine how non-verbal communication, perceptions of self and others influence peoples behavior. Credit 3 hours.

STL 410 Negotiation Skills. This course helps learners develop the tactics, strategies and interpersonal skills necessary for today’s complex organizations. Learners are introduced to strategies for conflict management and the technique of dispute resolution. The process of mediation, facilitation and negotiation will be reviewed. Credit 3 hours.

STL 420 Forecasting & Leading Change. Designed to enable learners to use market trends and societal changes to forecast change. Learners will look at topics that include demographic changes, market trends, national income, and societal shifts to effectively forecast future changes by using forecasting techniques. Credit 3 hours.

STL 430 Multi-Cultural Perspectives and Global Trends. A study of the leadership implications surrounding political, social, economic and other world views. Learners will explore how global events effect decision making and strategic goals. Credit 3 hours.

The Organizational Communication Certificate is designed for individuals interested in understanding the professional communication skills necessary for their personal success in today’s busy work environment. Learners will have the opportunity to develop professional and interpersonal communication skills in addition to examining the process of team communication and participation. The knowledge and practice of both individual and group communication will also include the use of technology tools to better prepare them to be successful in their organization.

Required Courses (15 credit hours)

HRD 330 Microsoft Office Applications

ENG420 Business and Administrative Communication

STL 302 Self Awareness and Personality Traits

STL310 Interpersonal Group Dynamics

BQM310 Team Management

HRD 330 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.

ENG 420 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.

STL 302 Self Awareness and Personality Traits. This course is designed for learners to enhance their self-awareness, creativity and identify their leadership style. Requires learners to evaluate and enhance their personal leadership skills and develop a personal model of leadership. Credit 3 hours.

STL 310 Interpersonal Group Dynamics. Designed to focus on the interpersonal dynamics of groups and individuals. Learners will examine how non-verbal communication, perceptions of self and others influence people's behavior. Credit 3 hours.

BQM 310 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.

ASQ Certification

This coursework is designed to prepare the learner to complete specific American Society for Quality (ASQ) certification exams.

ASQ Certification Courses

MTCH311	Certified Quality Technician (CQT)
MTCH312	Certified Quality Engineer (CQE)
MTCH313	Certified Quality Auditor (CQA)
MTCH314	Certified Quality Inspector (CQI)
MTCH316	Certified Reliability Engineer
MTCH435 (CMQ/OE)	Certified Manager of Quality/Organizational Excellence
MTCH317	Certified Quality Improvement Associate (CQIA)
OMGT311	Six Sigma Green Belt I
OMGT312	Six Sigma Green Belt II
MTCH318	Certified Six Sigma Black Belt I
MTCH319	Certified Six Sigma Black Belt II

MTCH311 Certified Quality Technician (CQT). Course is designed to acquaint learners 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.

The Certified Quality Technician is a paraprofessional who, in support of and under the direction of quality engineers or supervisors, analyzes and solves quality problems, prepares inspection plans and instructions, selects sampling plan applications, prepares procedures, trains inspectors, performs audits, analyzes quality costs and other quality data, and applies fundamental statistical methods for process control.

MTCH312 Certified Quality Engineer (CQE). Course is designed to acquaint learners 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.

The Certified Quality Engineer is a professional who understands the principles of product and service quality evaluation and control. This body of knowledge and applied technologies include, but are not limited to, development and operation of quality control systems, application and analysis of testing and inspection procedures, the ability to use metrology and statistical methods to diagnose and correct improper quality control practices, an understanding of human factors and motivation, facility with quality cost concepts and techniques, and the knowledge and ability to develop and administer management information systems and to audit quality systems for deficiency identification and correction.

MTCH313 Certified Quality Auditor (CQA). Course is designed to acquaint learners 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.

The Certified Quality Auditor is a professional who understands the standards and principles of auditing and the auditing techniques of examining, questioning, evaluating, and reporting to determine a quality systems adequacy and deficiencies. The CQA analyzes all elements of a quality system and judges its degree of adherence to the criteria of industrial management and quality evaluation and control systems.

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

The Certified Quality Inspector is an inspector with the necessary knowledge and industrial experience to pass the certification examination. In support of and under the direction of quality engineers, supervisors, or technicians, this inspector can use, in a responsible manner, the proven techniques included in the body of knowledge. Under professional direction, the quality inspector evaluates hardware documentation, performs laboratory procedures, inspects products, measures process performance, records data, and prepares formal reports.

MTCH316 Certified Reliability Engineer. Course is designed to acquaint learners 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.

MTCH435 Certified Manager of Quality/Organizational Excellence (CMQ/OE). This course is designed to acquaint learners with the body of knowledge contained in the American Society of Quality (ASQ) exam for Certified Manager of Quality/Organizational Excellence (CMQ/OE). Subjects covered include leadership, strategic plan development and deployment, management elements and methods, quality management tools, customer-focused organizations, supply chain management, training and development. Credit 3 hours.

MTCH317 Certified Quality Improvement Associate (CQIA). Course is designed to acquaint learners 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.

The Certified Quality Improvement Associate is an individual who has a basic knowledge of quality tools and their uses and is involved in quality improvement projects, but does not necessarily come from a traditional quality area.

OMGT311 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 of Six Sigma will be described. Credit 3 hours.

The Six Sigma Green Belt is a paraprofessional who, in support of or under the supervision of a Six Sigma Black Belt, analyzes and solves quality problems and is involved in quality improvement projects. A Six Sigma Green Belt is someone with at least three years of work experience who wants to demonstrate his or her knowledge of Six Sigma tools and processes.

OMGT312 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.

OMGT318 Certified Six Sigma Black Belt I (CSSBB). Course is designed to acquaint learners 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.

OMGT319 Certified Six Sigma Black Belt II. 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.

The Certified Six Sigma Black Belt is a professional who can explain Six Sigma philosophies and principles, including supporting systems and tools. The Black Belt should demonstrate team leadership, understand team dynamics, and assign team member roles and responsibilities. They have a thorough understanding of and can use all aspects of the DMAIC model in accordance with Six Sigma principles. They have basic knowledge of lean enterprise concepts, are able to identify non-value-added elements and activities, and are able to use specific tools.

ISM Certification

This coursework is designed to prepare the learner to complete certification exams with The Institute for Supply Management (ISM) Certified Purchasing Manager (C.P.M.).

ISM Courses

BSAD301	Purchasing Process
BSAD302	Supply Environment
BSAD303	Value Enhancement Strategies
BSAD304	Management for Purchasing Managers

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.

Additional Course Offerings (Electives)

ACCT285 Principles of Accounting. An introduction to accounting theory and procedures. Topics include master budgets and planning, financial statements, accounts receivable, and analyzing and recording transactions. Credit 3 hours

BSAD340 Legal Environment of Business. Examines the social and governmental structure within which business operates. Addresses labor and employment contracts, business torts and crimes, legal process, public issues and environmental regulations. 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 for Business Administration. 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.

BQM 320 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.

BQM 310 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.

BUS 328 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.

BUS 395 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 & BSAD430 Financial Management. Credit 3 hours.

CJUS340 Criminal Justice Ethics. The study of policy making and ethical decision making for the criminal justice executive. The practices and ramifications of appropriate action are explored for various levels of law enforcement administration.

CJUS451 Computer Forensics & Cyber-Crime. This course will focus on the technological, systematic examination of the computer system and its contents for legal evidence of a crime as well as criminal acts dealing with and networks. The

course will explore computer analysis and investigation techniques, the digital means to commit crimes, and the issues facing law enforcement in cyber crime investigations. Various types of cyber crimes will be studied and examined. It will also focus the tools used by law enforcement to probe cyber crime and current trends in cyber crime. Credit 3 hours.

COT 308 Advanced Microsoft Access. Course requires learners to integrate Access with the web, automate tasks with macros and VBA (Visual Basic for Applications), and both manage and secure databases. Prerequisite: COT 220. Credit 3 hours.

COT 312 Database Development. This course covers the steps of database applications development. Using database design principles coupled with Microsoft Access database software, the learner uses database table structures, design principles, queries, forms and reports, command objects, and macros to fully design a working database model. Credit 3 hours.

COT 320 Software Integration. Windows XP professional, Windows Vista and the Linux operating systems are explained in detail. The course progresses from installation through the desktop environment to disk configuration and maintenance, firewall configuration, phishing filtering, hardware & software configuration, file maintenance and using the many multimedia functions and features of XP, Vista, and Linux labs are completed that further explain the more complex functions and features of the operating systems. Credit 3 hours.

COT 325 Outlook Organizational Techniques. Course introduces key concepts, functions and features, and automating methods most widely used in the popular Microsoft Outlook email client software. The course presents an overview of how Outlook's various components and tools work together and how to configure and use them efficiently. Including the advanced tools such as forms design, adaptive menus, rules, and VBA programming results in extending organizational objectives resulting in advanced collaborative solutions. Credit 3 hours.

CPT 390 PHP Programming with MySQL. PHP and MySQL go hand in hand. An introduction to PHP, SQL and MySQL leads to programming PHP to develop, manipulate, maintain and query MySQL databases. The course covers key PHP programming concepts and features, and shows how to effectively integrate PHP and MySQL to build powerful interactive web sites. Credit 3 hours.

CPT 400 C#. Course covers programming in C# and writing object orientated code to solve business applications. Course begins with an overview of C# which leans heavily on Visual Studio, syntax, variables, scope, program control, exception handling and decision manipulation and moves to constructing and manipulating SQL data constructs. Credit 3 hours.

CPT 410 Java Servlets and JSP. Skills developing e-commerce web sites are developed in an open-source environment using Java Server Pages (JSP) and Servlets coupled with MySQL and Tomcat web/Apache web server software. These skills include working with HTML, HTTP, servlets, JSP, sessions, cookies,

JavaBeans, SQL, JDBC, connection pooling, JavaMail, SSL, security, and XML. Prerequisites: CPT431 Java Programming Principles II. Credit 3 hours.

CPT 420 Scripting. Perl is a full-featured programming language used for web programming, database manipulation, XML processing and system administration of practically all platforms. The course progresses from learning basic Perl syntax, data types, file operations and regular expressions to text processing, strings and sorting, process management and using third party modules. Learners use the Perl scripting language to support data interaction and processing within a web site environment. Credit 3 hours.

CPT 440 Java Script. Course begins by reviewing with an introduction to HTML and XHTML, and cascading style sheet (CSS). The focus is then shifted to an introduction to JavaScript including working with objects, special effects, windows and frames and well as forms, form validation, event models, cookies and dynamic content. Credit 3 hours.

CPT 441 Active Server Pages Programming. Course presents techniques for creating ASP pages and using ASP components to collect and deliver information to databases. Course enables learners to design, maintain interactive and dynamic Web applications with the server-based scripting language, Active Server Pages. Credit 3 hours.

CPT 444 XML (Extensible Markup Language). Learners 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: CPT 422 Hypertext Markup Language Programming Techniques. 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.

HRD 322 Training and Development. Training and development of human resources in organizations. Conduct and supervise training and development programs for employees. Increasingly, management recognizes that training offers a way of developing skills, enhancing productivity and quality of work, and building worker loyalty to the firm. Credit 3 hours.

HRD 325 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.

HRD 320 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.

HRD 327 Employee & Labor Relations. Implement industrial labor relations programs and interprets and administers the contract with respect to grievances, wages and salaries, employee welfare, healthcare, pensions, union and management practices, and other contractual stipulations. Credit 3 hours.

HRD 330 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.

MTCH318 Six Sigma Black Belt I. Course is designed to acquaint learners 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 Six Sigma Black Belt II. Course is designed to acquaint learners 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.

NURS337 Professional Nursing Issues. Issues affecting the delivery of quality health care, present and future, are explored, and the nurse's role in effecting change is analyzed. Credit 3 hours.

NURS359 Elective Practicum Experience. (This course is considered an unscheduled course. Learners may enroll at anytime by contacting the program director.) This course is designed to allow currently practicing practitioners to pursue individual interest in a variety of practicum areas while working directly with a faculty member. Learners will develop a learner/faculty learning contract to guide practicum experiences. Each credit hour represents a minimum of 18 hours of practicum. (Credit varied 1-3 hours. A total of 6 hours can be earned towards BSN degree).

OMGT312 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.

OMGT320 Managing Group Dynamics. This course examines individual and group behavior within the context of the organizational design and culture. Includes theoretical and practical knowledge for understanding topics such as motivation, leadership, management decision-making, group process, and conflict resolution. Credit 3 hours.

PSC 400 Applied Project. This course is designed to allow learners in a variety of majors to pursue an individual applied project in their chosen field, while working directly with a faculty member. Learners will develop a learner/faculty learning contract to guide the project experience. Credit 2 hours.

REL 305 Applications in Youth Ministry. Comprehensive Youth ministry foundational to local church work. Emphasis on equipping learners to practice youth ministry in the local church by exploring a variety of theories, techniques, and resources. Credit 3 hours.

REL 325 Basic Preaching. Though a form of public speaking, preaching is different in many important respects. This course is designed to help the learner develop skills in delivering a sermon. Credit 3 hours.

REL 332 Caring in the Christian Community. The course will help learners become better informed as caring ministers and more effective in developing care ministries in their local settings. Learners 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.

REL354 United Methodist History. A survey of the history of Methodism in the United States, from its British and Wesleyan roots to the present. This course counts toward meeting United Methodist certification requirements in designated ministry areas. Credit 3 hours.

REL 420 Evangelism. This course is designed to help the learner gain theoretical and practical education in a Christian evangelism. Credit 3 hours.

REL 425 Church Administration and Finance. This course will help learners evaluate the administrative and financial aspects of ministry. Credit 3 hours.

SMGT335 Security Investigation Techniques. This course 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.

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.

STL 430 Multi-Cultural Perspectives and Global Trends. A study of the leadership implications surrounding political, social, economic and other world views. Learners will explore how global events effect decision making and strategic goals. Credit 3 hours.

Graduate Studies

Southwestern College offers the following graduate programs. For complete information regarding graduate programs, see the graduate catalog online at <http://www.southwesterncollege.org/catalogs-handbooks.cfm> or contact::

Graduate Programs
Southwestern College
2040 S. Rock Road
Wichita, Kansas 67207-5350
Phone: 316.684.5335

Master of Arts in Specialized Ministries (M.A.S.M.)

Southwestern College's Master of Arts in Specialized Ministries program is a 36-hour degree program offered completely online.

Master of Arts in Teaching (M.A.T.)

The Master of Arts in Teaching program at Southwestern College is offered completely online. Some courses are also available on-ground.

Master of Business Administration (MBA)

Southwestern College Professional Studies MBA program is a 39-hour degree program offered either on-ground or completely online.

Master of Education (M.Ed.)

The Master of Education degree is offered with an emphasis in special education or curriculum and instruction. The special education emphasis is offered on-ground only. The curriculum and instruction emphasis is offered completely online.

Master of Science in Leadership (M.S.L.)

Southwestern College's Master of Science in Leadership program is a 36-hour degree program offered completely online.

Master of Science in Management (M.S.M.)

Southwestern College's Master of Science in Management program is a 39-hour degree program offered completely online.

Master of Science in Security Administration (M.S.S.A.)

The Master of Science in Security Administration program at Southwestern College is a 36-hour degree program offered completely online.

Southwestern College Professional Studies Sites

Wichita East
2040 S. Rock Road
Wichita, KS 67207-5350
316.684.5335 Fax: 316.688.5218
prostudy@sckans.edu

Wichita West
3460 North Ridge Rd. Suite 50
Wichita, KS 67205
316.946.1116 Fax: 316.946.1079
wwichita@sckans.edu

Winfield
Beech Science Center, Rm. 106
100 College Street
Winfield, KS 67156
620.229.6977 Fax: 620.229.6112
winfield@sckans.edu

Midwest City/Oklahoma City
1140 S. Douglas Blvd.
Midwest City, OK 73130
405.733.3301 Fax: 405.733.1254
okc@sckans.edu

McConnell AFB
22MSS/DPE
53474 Lawrence Ct.
McConnell AFB, KS 67221-4000
316.681.1467 Fax: 316.681.2837
mcconnell@sckans.edu

Fort Riley
Building 217, Custer Ave.
Fort Riley, KS 66442
785.784.9930
fortriley@sckans.edu

For an up-to-date and complete listing of staff please go to
<http://southwesterncollege.org/directory.cfm>