Southwestern College

Professional Studies

Undergraduate Programs

Catalog for 2010-2011

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

www.southwesterncollege.org

The Mission of Southwestern College

Southwestern College provides a values-based learning experience that emphasizes intellectual, personal, and spiritual growth. Founded in 1885 by Kansas Methodists and now related to the Kansas West Conference of the United Methodist Church, the college offers both bachelor's and master's degrees on ground and online

Southwestern College:
- Prepares students for careers and for graduate studies with courses that foster critical thinking and effective communication and are characterized by meaningful professor-student interaction.
- Employs emerging technologies that promote learning.
- Strives to live by and teach a sustainable way of life.
- Provides preparation for a wide range of church-related vocations and involvement.
- Offers programs that embrace prior learning and facilitate career progression for working adults, members of the armed services, and persons in transition.
- Affords a residential learning experience abundant with co-curricular activities that build social awareness and interpersonal skills and cultivate an ethos of service and leadership.

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 1800 learners, 50 full-time teaching faculty members, and 190 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.

Table of Contents

This catalog contains information and announcements about Southwestern College's Professional Studies programs. It does not constitute a contract. Additional institutional policies can be found online at SouthwesternCollege.org.

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 Director of 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.

Southwestern College is in compliance with the Higher Education and Opportunity Act (HEOA) provision for service members readmission based on military service.

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 or equivalent. Applicants that do not meet the minimum GPA requirement should consult with their admissions counselor. Applicants with less than three years work experience or equivalent 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.

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. Hours earned as a guest learner can be applied toward admission requirements.

Certificate Learners

Learners seeking a Southwestern College Professional Studies certificate are admitted with non-degree seeking status. Exceptions will be allowed under special military agreement. If certificate learners begin to pursue Professional Studies majors, they must declare their intent to seek a degree in writing and must meet all admissions requirements. Hours earned as a certificate learner can be applied toward admission requirements.

Academics

Undergraduate 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

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 that learner's 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 the learner's educational journey at Southwestern College. A staff of professional, full-time advisors assists learners with degree plans, course selection, and other issues related to the learner's 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 an 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 the learner in identifying challenges with 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 in their program 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 in writing 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 reviewed by the Professional Studies Academic Council, and the council's decision shall be final. If a learner is approved for readmission, the learner 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.

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 by providing a written appeal of the grade. The academic administrator will render a decision based on a review of the course, assignment submission, and any documents submitted by the learner with the written appeal. 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 the learner's 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. Enrollment in more than six credit hours in a session requires a review by and approval from the Director of Academic Success Coaching. A learner may be dropped from a course at the discretion of the Director of Academic Success Coaching if the learner has not received prior approval for more than six credit hours and if the learner has 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 19), 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. A learner who has received a grade of Incomplete in a course cannot submit a withdrawal request for the course.

An instructor may not give an incomplete unless the learner has requested it. If the 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 required 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 multiple 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.

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. These courses are required for graduation and may be completed at Southwestern College Professional Studies.

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, Excelsior College Exams (ECE), 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 Airframe & Power plant (A & P) license may be granted 30 credit hours for that course of study and a waiver of the math requirement. 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

Withdrawal requests should be completed using the link at:
http://w3.sckans.edu/ps/withdraw/.

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 staff member in learner services 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 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 may be registered for any 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. Teacher Education courses are offered in a combination of 12-week and 6-week sessions. 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 16, 2010-September 26, 2010
> Fall Session 2: September 27, 2010-November 7, 2010
> Fall Session 3: November 8, 2010-December 19, 2010
> EDUC courses may combine session 2 and 3 for one 12 week session

Spring Semester

> Spring Session 1: January 3, 2011-February 13, 2011
> Spring Session 2: February 14, 2011-March 27, 2011
> Spring Session 3: March 28, 2011-May 8, 2011
> EDUC courses may combine session 1 and 2 for one 12 week session

Summer Semester

> Summer Session 1: May 9, 2011-June 19, 2011
> Summer Session 2: July 4, 2011-August 14, 2011
> EDUC courses may combine session 1 and 2 for one 12 week session

Charges and Fees

Tuition   All undergraduate programs: $355 per credit hour

Fees

> Prior learning portfolio: $850 flat fee
> Pilot's license evaluation: $75 submitted with the logbook
> Extra institutional credit validation: (per credit hour fees vary)
> Official transcript fee: $7
> Faxed copy of the official transcript: $10
> Payment plan fee (non-refundable): $10 per session/$30per semester
> Teacher Education Background Check: $20
> Student Teaching: $150

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) may 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 upon enrollment (including those learners whose financial aid is not in place) must set up a payment plan. A $10 per session/$30 per semester nonrefundable service fee will be assessed when establishing a payment plan. Learners who have not paid their charges in full, made payment arrangements, or provided information for third party payment will not be allowed to complete registration in the following semester.

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 or to accounts@sckans.edu. 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

If a learner is using tuition assistance from a branch of the military, arrangements must be made with the installation education office. Southwestern College utilizes military portals, when applicable, for invoicing. All other tuition assistance vouchers must be submitted to Learner Services at Southwestern College, 2040 S. Rock Rd., Wichita, KS 67207, or to accounts@sckans.edu.

A Veterans Affairs certifying official is on staff at Southwestern College. If a learner wishes to activate VA education benefits for use at Southwestern College, contact VA@sckans.edu.

Payments to Southwestern College may be made by check, cash, Visa, MasterCard, American Express, or Discover in person at any Southwestern College location; by mail to Learner Services at Southwestern College, 2040 S. Rock Rd., Wichita, KS 67207; by phone at 316.684.5335 ext. 113 (888.684.5335 ext. 113 toll free), or through Self-Service.

A fee of $25 will be assessed for each check that is returned unpaid for any reason. A check payment that is returned for non-sufficient funds is considered non-payment.

If a learner does not make full payment of tuition, fees, and other college charges and the account is sent to a collection agency, the learner will be responsible for all collection costs, including agency fees, attorney fees, and court costs, in addition to the amount owed to the college. In addition, non-payment or a default judgment against the learner's account may be reported to a credit bureau and reflected in a credit report.

It is the learner's responsibility to keep the college apprised of current name, address, and other contact information. Change of address notification can be made online through Self-Service; in writing to Learner Services at Southwestern College, 2040 S. Rock Rd., Wichita, KS 67207; or in person at any Southwestern College location.

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 must be submitted in writing either via e-mail, online at http://w3.sckans.edu/ps/withdraw/, or by mail to Learner Services, Southwestern College, 2040 S. Rock Rd., Wichita, KS 67207. Notification can also 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 staff member in learner services 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.
  ➢ Thirty percent of tuition assessed for the course when notice is given before midnight on Sunday at the end of the second week of class.
  ➢ Full tuition assessed for the course when notice is given after midnight on Sunday at the end of the second 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 the end of the first week of class.
- ➢ Thirty percent of tuition assessed for the course when notice is given before midnight on Sunday at the end of the fourth week of class.
- ➢ Full tuition assessed for the course when notice is given after midnight on Sunday at the end of the fourth 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 schedule which can be found in the online Enrollment Center at www.southwesterncollege.org. Southwestern College has an agreement with its preferred textbook vendor that allows a learner to purchase through the enrollment center by debit or credit card. The College is in compliance with the Higher Education and Opportunity Act (HEOA) provision on course material information disclosure through their preferred vendor at http://bookstore.mbsdirect.net/sckans.htm.

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 of injury by maintaining personal insurance.

Disability Services

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

It is the responsibility of the 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.

Power Campus Self-Service and Course Selection

Learners are strongly encouraged to consult their academic success coach before selecting courses. Power Campus Self-Service is Southwestern College's web based learner information system where learners may enroll, view

schedules, access account information, view unofficial transcripts, print grades, view progress toward degree, and pay their bill. It may be accessed at https://prodweb.sckans.edu/SelfService/Home.aspx.

Blackboard Learn

Blackboard Learn 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 Associate 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 by application.
2. 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.
3. 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.
4. One-half of any financial aid awarded is credited to the student's account each regular semester.
5. Students in the professional studies and graduate programs are not eligible for institutional aid.
6. Southwestern College is federally obligated to adjust the financial aid awards of students who withdraw prior to the end of the semester or who reduce the number of hours enrolled during a semester. If the student withdraws from school or drops below full-time status, federal, state and institutional aid awarded based on full-time enrollment will be prorated according to federal guidelines.
7. The entire financial aid award may be voided if incorrect or false information is provided on the Free Application for Federal Student Aid

(FAFSA). Intentional false statements or misrepresentation on any of the student's financial aid application materials may subject the filer to a fine or imprisonment, or both, under provisions of the U.S. Criminal Code.

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 described in the academic suspension policy 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 the learner's 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 $5,550 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 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 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 core learning outcome courses with an overall grade point average of 2.0

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.

Alpha Sigma Lambda is an honor society for adult learners and was founded in 1945 by Rollin Posey, Dean of University College at Northwestern University. There are over 300 chartered chapters across the United States. It remains as the oldest and largest chapter-based honor society for full and part-time students.

The Sigma Tau chapter of Alpha Sigma Lambda inductees must have completed 30 or more hours at Southwestern College Professional Studies with a minimum cumulative grade-point-average of 3.5 on a 4.0 scale. *Only the top 20% of the eligible learners are invited to Sigma Tau membership on an annual basis.*

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 202   Language, Literature, and Humanity
PSC 203   Environmental Literature
PSC 235   World Civilizations
PSC 234   Elementary Spanish
PSC 244   Elementary Spanish II
PSC 236   Comparative Religion and Philosophy

Social Science and Personal Growth

BUS 205   Introduction to Business
HRD 320   Professional Growth and Development
PESS 205   Critical Issues in Health
PSC 231   Sociology
PSC 232   General Psychology
PSC 252   Developmental Psychology
SOCS 302   Diversity

Communication and Technology

BUS 195   Customer Service
CPT 285   Introduction to Computer Programming
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.

Core Learning Outcome Courses

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

> HRD 210 Building Academic Success*
> CLO 320 Critical Thinking
> CLO340   Ethics in Today's Organizations
> CLO 410 Decision Sciences
> CLO 415 Professional Communications
> CLO 499 Responsibility for the Future

* HRD210 is required as a first session course for the degree seeking learner.

HRD 210 Building Academic Success. Introduces academic success topics and tools that are intended to establish and strengthen understanding of the learner and academic success coach relationship, critical thinking and reading, institutional policies and procedures, and the basics of online research and academic writing while experiencing the Southwestern College Professional Studies course format on the way to becoming a Southwestern College Moundbuilder. Credit 1 hour.

CLO 320 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.

CLO 340 Ethics in Today's Organizations. This course will utilize the expertise of professionals working in the various disciplines as well as the moral reasoning of ethicists. An approach to the ethical challenges of a modern society is developed. Credit 3 hours.

CLO 410 Decision Sciences. This course introduces the learner to utilizing and applying both quantitative and qualitative methods for individual, organizational, and societal decision making. A variety of tools and techniques will be examined as the foundation for the development and interpretation of attributes and variables in addition to the use of data sources for the purpose of improving processes and organizational environments. Credit 3 hours.

CLO 415 Professional Communication. A study of the communication processes in situations encountered in organizations and professional environments. Analysis of simulated and real life situations will include the creation of professional documents and various functions of written, oral, and interpersonal communications. Credit 3 hours.

CLO 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
MATH215	Intro to Statistics and Probability
ECON 326	Economic Theory or BSAD 320 Managerial Economics
ACCT285	Principles of Accounting

B.S., Major in Accounting
Major Requirements (52 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
CAPS491	Senior Capstone

Core Learning Outcome Courses

HRD 210	Building Academic Success
CLO 320	Critical Thinking
CLO 340	Ethics in Today's Organizations
CLO 410	Decision Sciences
CLO 415	Professional Communications
CLO 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
CAPS491   Senior Capstone

Core Learning Outcome Courses
HRD 210   Building Academic Success*
CLO 320   Critical Thinking
CLO 340   Ethics in Today's Organizations
CLO 410   Decision Sciences
CLO 415   Professional Communications
CLO 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 organizations. 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
CAPS492   Senior Capstone

Core Learning Outcome Courses
HRD 210   Building Academic Success
CLO 320   Critical Thinking
CLO 340   Ethics in Today's Organizations
CLO 410   Decision Sciences
CLO 415   Professional Communications
CLO 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
CAPS493   Senior Capstone

Core Learning Outcome Courses
HRD 210   Building Academic Success
CLO 320   Critical Thinking
CLO 340   Ethics in Today's Organizations
CLO 410   Decision Sciences
CLO 415   Professional Communications
CLO 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
CAPS493   Senior Capstone

Core Learning Outcome Courses
HRD 210   Building Academic Success
CLO 320   Critical Thinking
CLO 340   Ethics in Today's Organizations
CLO 410   Decision Sciences
CLO 415   Professional Communications
CLO 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: Admin and Management
CJUS440   Special Topics in Criminal Justice
CAPS494   Senior Capstone

Core Learning Outcome Courses
HRD 210   Building Academic Success
CLO 320   Critical Thinking
CLO 340   Ethics in Today's Organizations
CLO 410   Decision Sciences
CLO 415   Professional Communications
CLO 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 Southwestern College teacher education program is a student-centered learning community dedicated to optimal intellectual growth, preparation for leadership in the field of education, personal development, ethical values, and lifelong service in a world beyond cultural boundaries. The goals of teacher education program are in the Conceptual Framework. This states that the professional educator will:

> ➢ possess wisdom of practice;

> ➢ have the ability to facilitate student learning;

> ➢ have the ability to interact effectively;

> ➢ have the ability to reflect.

The teacher education program has an undergraduate curriculum with the following components: the elementary education major, the early childhood major, professional course sequence for both elementary and secondary education majors, and the clinical field experience sequence for early childhood, elementary, and secondary education majors.

Program Requirements

Admission to the Teacher Education Program

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

1. General Psychology with grade of "C" or better.

2. Developmental Psychology with grade of "C" or better.

3. Sophomore standing with a GPA of at least 2.5.

4. 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.

5. 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.

6. EDUC 212 Education Entrance Seminar with grade of C or better.

7. EDUC 215 Foundations of Education with grade of "C" or better.

8. Submission of formal application to Teacher Education Committee through the Academic Success Coach.

9. Successful completion of Initial Teacher Interview

Admission for Transfer Students

1. Transfer credit must meet the requirements and program expectations listed above, including GPA requirements. All transfer credits specific to the major must be a "C" or better.

2. 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.

3. Articulation of additional pre-professional credit as determined by the director of teacher education and the registrar or designees.

4. Submission of formal application to Teacher Education Committee.

5. Successful completion of peer jury or Initial Teacher Interview.

Licensure Program
A student with bachelor/master degree(s) who seeks a teaching license must complete all KSDE approved program requirements, which can lead to a recommendation for a teaching license.

Teacher Education Handbook
For additional information concerning the Southwestern College teacher education program, students should refer to the Teacher Education Handbook, available in the education department.

Kansas Teacher Competency Tests: Praxis II
The Kansas Legislature has mandated that all teacher licensure candidates demonstrate content knowledge and teaching knowledge prior to Kansas Teacher Licensure. Students must pass the content exam (passing scores vary from exam to exam), as well as the Principles of Learning and Teaching test (PLT) with a score of 161 or higher. This test is given periodically at various Kansas testing centers. Students are responsible for arranging to be tested before applying for state licensure.

Secondary Education Licensure
Kansas teacher licensure at the secondary level is available if the academic major is completed in the area of licensure.

General Program Requirements Toward Licensure
The program requires 33 semester hours of general education courses, including In Mathematics: College Algebra, or higher.

Professional Requirements Toward Licensure
The professional course sequence is designed developmentally and each course has at minimum a 20-hour clinical experience component.
Students should plan accordingly when designing their program.
With the exception of EDUC 212, 215, 216, 311, 336, 341, and 344, these courses are open only to students who have been admitted to the teacher education program.

Required of all students:
In Human Resource Development (Course prefix HRD):
  210 Building Academic Success
In Education (Course prefix EDUC):
  212 Education Seminar
  215 Foundations of Education
  216 Diversity Field Experience
  220 Educational Technology
  322 Educational Psychology
  323 Introduction to Exceptionalities
  440 Student Teaching Seminar
Required of early childhood majors:
In Education (Course prefix EDUC):
  436 Early Childhood Methods and Management
  446 Observation and Supervised Teaching in Early Childhood
       Programs
Required of elementary majors:
In Education (Course prefix EDUC):
  437 Elementary School Methods and Management
  447 Observation and Supervised Teaching in the Elementary
  School
Required for those seeking middle–level/secondary licensure:
In Education (Course prefix EDUC):
  344 Content Area Literacy
  352 Principles of Effective Secondary Instruction
  438 Teaching (subject) in the Secondary Schools
  439 Secondary School Methods and Management
  449 Observation and Supervised Teaching in the Secondary
  School

Subject Area Requirements Toward Licensure
Requirements of each subject area are listed in that subject's section of the catalog.

B.A. Major in Early Childhood Education
The early childhood education program of study at Southwestern College combines early childhood education and early childhood special education into one license for birth through age eight (third grade).

This innovative program provides two semesters of field-based experiences where students work together with professionals in the field gaining practical experiences with young children.

Professional requirements:
Eight professional courses as specified in Professional Requirements section above.

Major requirements:
In Education (Course prefix EDUC):

311	Introduction to Early Childhood Education
325	Motor Development, Expressive Arts, Social Studies
329	Children's and Adolescents' Literature
333	Teaching Young Children with Disabilities
335	Infant Development
336	Introduction to the Reading Process
339	Assessment Strategies in Early Childhood
341	Reading in the Elementary School
343	Home, School, and Community
420	Oral Language Development
425	Administration, Guidance, and Behavior
429	Assessment in Early Childhood Intervention
432	Technology in Special Education
435	Science and Math

Cognate requirements:
In Mathematics: College Algebra, or higher

B.A., Major in Elementary Education
Professional requirements:
Eight professional courses as specified in Professional Requirements section above.

Major requirements (these courses are open to students who have not yet applied for admission to the teacher education program):
In Education (Course prefix EDUC):

223	Fine Arts in the Elementary School
328	Instructional Strategies in Physical Education for the Elementary Classroom Teacher
329	Children's and Adolescents' Literature
336	Introduction to the Reading Process

337	Science in the Elementary School
338	Mathematics in the Elementary School
341	Reading in the Elementary School
344	Content Area Literacy
345	Social Science in the Elementary School

Cognate requirements:
In Mathematics: College Algebra, or higher

Minor in Early Childhood Education
Minor requirements:
In Education (Course prefix EDUC):

311	Introduction to Early Childhood Education

An additional 12 hours selected from the following (Course prefix EDUC):

325	Motor Development, Expressive Arts, Social Studies
335	Infant Development
339	Assessment Strategies in Early Childhood
343	Home, School, and Community
420	Oral Language Development

Education Courses
Department Code: EDUC
212 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

215 Foundations of Education. This course explores the theories and applications of educational philosophies for students' 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.

216 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. Students must complete at least 20 hours of work in a school with a diverse population. Prerequisites: EDUC 215 (or concurrent enrollment.) Credit 1 hour.

220 Educational Technology. Students will investigate and evaluate the significant impact technology has on learning, motivation, and pedagogy. Students will interpret and implement the National Educational Technology Standards for Teachers (NETS-T) and for students (NETS-S) and apply the NETS-T to construct valuable teaching experiences, as well as experiences to highlight student learning that reflect the NETS-S. Technology integration across the curriculum will be explored and students will develop and design lessons and use technology tools to support learning in an educational environment. Credit 3 hours.

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-6 students, and the learning activities lead to positive learning outcomes that develop positive dispositions toward artistic explorations and expression. Credit 3 hours.

311   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.

322   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. Cross-listed with Psychology. Credit 3 hours.

323   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.

325   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 ages 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.

328   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.

329   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. Cross-listed with English. Credit 3 hours.

333   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.

335   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. Credit 3 hours.

336   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.

337   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.

338   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.

339   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. Students 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. Credit 3 hours.

341   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.

343   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. Credit 3 hours.

344   Content Area Literacy. This course will address the content area literacy movement and the philosophy behind this approach to instruction in K-12. Schema activation for pre-reading, metacognitive monitoring for during reading and post-reading discussion building and critical thinking with be addressed. This class will also address vocabulary and concept development, study skills, effective writing prompts, assessments and considerations for special-needs and English language learners. Credit 3 hours.

345   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.

352   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 student learning. Prerequisite: Admission to Teacher Education. Credit 3 hours.

362   Professional Development School Seminar A. This seminar focus includes acquaintance with PDS site, explorations of "specials" (art, music, library) and their relation to the educational process of the school program, observations, curricular review, and presentations in the content areas of math, social studies, children's literature, art, and music, and lesson design, planning, and methodology. This seminar is taken during the first PDS Module. Open only to and required for students accepted into the Professional Development School program for Elementary Education majors. Credit 1 hour.

363   Professional Development School Seminar B. This seminar focus includes exploration of effective teaching practices, observation, curricular review, and presentation in the content areas of science, language arts, and physical education, familiarization with the state and local testing programs, acquaintance with food service and transportation resources and the particulars associated with the planning and implementation of classroom field trips. This seminar is taken during the second PDS Module. Open only to and required for students accepted into the Professional Development School program for Elementary Education majors. Credit 1 hour.

420   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.

425   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, students will be introduced to successful classroom management strategies. Credit 3 hours.

429   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.

432   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, students will be able to implement a framework for identifying student needs and determining desired outcomes when choosing technological solutions. Credit 3 hours.

435   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.

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.

437   Elementary School Methods and Management. This course focuses on the development of professional teaching skills for the elementary 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, students 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.

438   Teaching (subject) in the Secondary Schools. This course provides secondary education candidates with instructional strategies, methods and familiarity with current trends in their content area. Students 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 student develops a plan for study, observation, and practice in the public schools and on campus. Students seeking History and Government licensure must pass the Comprehensive Content Exam covering social science disciplines. Prerequisites: concurrent enrollment in EDUC 439 and successful completion or concurrent enrollment in EDUC 344, or consent of instructor. Credit 3 hours.

   438B Teaching Business in the Secondary Schools.

   438C Teaching and Directing Forensics and Debate in the Secondary Schools.

   438E Teaching English in the Secondary Schools.

   438H Teaching History and Government in the Secondary Schools.

   438M Teaching Math in the Secondary Schools.

   438P Teaching Health and Physical Education in the Secondary Schools.

   438S Teaching and Directing Music in the Secondary Schools.
438T Teaching and Directing Theatre in the Secondary Schools.

439   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, students

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.

**440	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 student'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. Students are also prepared to seek professional positions. Prerequisites: Unconditional admission into student teaching. Concurrent enrollment with either EDUC 446, 447, 448, or 449. Credit 1 hour.

**446	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 EDUC 440. Prerequisites: Unconditional admission into student teaching. Credit 12 hours.

**447	Observation and Supervised Teaching in the Elementary School.** Clinical experiences in the public schools for teacher licensure candidates. Concurrent enrollment with EDUC 440. Prerequisites: Unconditional admission into student teaching. Credit 12 hours.

**448	Observation and Supervised Teaching in the Middle School.** Clinical experiences in the public schools for teacher licensure candidates. Concurrent with EDUC 440. Prerequisites: Unconditional admission into student teaching. Credit 12 hours.

**449	Observation and Supervised Teaching in the Secondary School.** Clinical experiences in the public schools for teacher licensure candidates. Concurrent enrollment with EDUC 440. Prerequisites: Unconditional admission into student teaching. Credit 12 hours.

**459	Restricted Licensure Program Practicum.** This course provides restricted licensure students with supervised practica throughout the teacher education program until they obtain their initial license. Restricted licensure students 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 Core Learning Outcome Courses:

HRD 210   Building Academic Success
CLO 340   Ethics in Today's Organizations
CLO 410   Decision Sciences
CLO 415   Professional Communications
CLO 499   Responsibility for 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.

Healthcare Administration

The Bachelor of Science in Healthcare Administration is designed for individuals who have an allied health associate degree *or* individuals who are already working or preparing to work in the healthcare industry. The focus of the major is on managing resources and developing skills in financial management and healthcare policy administration to advance in healthcare organizations such as medical practice organizations, hospitals, clinics, long-term care facilities, health insurance companies, managed care organizations, or community health providers.

Recommended Prerequisites
MATH215 Introduction to Statistics & Probability
HCA 280 The Healthcare Industry

Required Major Courses
ACCT285 Principles of Accounting
HRD 345 Human Resource Management
HCA 305 Healthcare Law and Regulations
HCA 315 Economics of Healthcare
HCA 325 Policy Issues in Healthcare
HCA 410 Healthcare Information Systems
HCA 420 Management in Healthcare Services

HCA 430 Fiscal Management in Healthcare Services□

CAPS491 Senior Capstone

Required Core Courses
HRD 210 Building Academic Success (1 Credit Hour)
CLO 320 Critical Thinking
CLO 340 Ethics in Today's Organizations
CLO 410 Decision Sciences
CLO 415 Professional Communication
CLO 499 Responsibility for the Future

Recommended Elective Courses
BUS 394 Marketing
BUS328 Organizational Behavior
BQM444 Project Management

Healthcare Administration, Course Descriptions
MATH 215 Introduction to Statistics. Application of elementary statistical tools in the analysis of grouped or ungrouped data. Statistical decision and analysis of variance. Basic probability theory. Designed to meet the statistical needs of the science, business, education and social science student. Credit 3 hours.

HCA 280 The Healthcare Industry. This course addresses the organization, delivery, and financing of health services in the United States and provides an overview of the U.S. health services system and its key components including organization, management, resource development, economic foundations, and delivery. We will examine the political, behavioral, economic, contextual and historical influences that continue to shape the American health care system. Credit 3 hours.

ACCT 285 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

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.

HCA 305 Healthcare Law and Regulations. Public and private healthcare regulatory agencies and their governance are examined for their impact on healthcare services. Legal requirements for healthcare professionals, medical records, patient rights, and corporate responsibilities are studied. Standards and ethical dilemmas are explored. Credit 3 hours.

HCA 315 Economics of Healthcare. This course examines the nature of health economics and the related public and private sector influences on healthcare systems. The healthcare markets and how healthcare services operate within the healthcare markets are examined. Credit 3 hours.

HCA 325 Policy Issues in Healthcare. This course examines the challenges of health policy strategies, formulation, implementation, and evaluation of health care services as well as regulatory policies that impact the healthcare industry. The impact of policy makers' objectives, constraints, and conduct on patients, providers, and payers are studied. The various policy makers that influence healthcare in society are explored. Credit 3 hours.

HCA 410 Healthcare Information Systems. The application and use of technology in healthcare settings is the primary focus of this course. Integration of technology into decision making as well as examining the processes for selecting and implementing the use of technology and software in a variety of healthcare applications will be studied. Credit 3 hours.

HCA 420 Management in Healthcare Services. This course discusses health service organizational structures, management theories and principles necessary for effective management in a complex health systems environment. Credit 3 hours.

HCA 430 Fiscal Management in Healthcare Services. An in-depth study of financial management of health care organizations. The

financial management of health services organizations within free market economies. Topics also include reimbursement mechanisms and their effect on health care provider organizations, managed care, capitation, and per case or per diagnosis payment, as well as how these financial strategies are utilized by third-party payers. Focus is on financial challenges associated with provision of indigent care, competition and market cost increases. Ratio analysis, cost analysis, working capital, capital budgeting and investment in relation to net present value and value added to the organization, and other financial management techniques are also discussed. Credit 3 hours.

CAPS491 Senior Capstone. Learners will be required to develop a portfolio project that demonstrates their knowledge, skills, and abilities in their major discipline. Particular attention will be given to the presentation of evidence and artifacts from their major courses as well as recent research relevant to their specific program outcomes. The purpose of the final portfolio project is to document learner achievement and to ensure learning outcomes are met. Credit 3 hours.

Human Resource Development

With the increasing competitive pressure of a global economy and the growing emphasis on employee empowerment, people with highly developed management skills will be the leaders of tomorrow. The human factor remains the key to success. The Human Resource Development curriculum gives 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
CAPS495   Senior Capstone

Core Learning Outcome Courses
HRD 210   Building Academic Success
CLO 320   Critical Thinking
CLO 340   Ethics in Today's Organizations
CLO 410   Decision Sciences
CLO 415   Professional Communications
CLO 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
CLO 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. Coursework involves an individualized practicum project. Credit 3 hours.

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. Coursework involves an individualized practicum project. Credit 3 hours.

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. Coursework involves an individualized practicum project. 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.

CLO 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 Nursing Practice Project. This elective course is designed to allow a student to pursue individual interest in a variety of areas while working under the guidance of a faculty member. Learners will develop a learner/faculty learning contract to guide practicum experiences. Coursework involves an individualized practicum project. Credit 1 hour. May be repeated for credit six times.

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
CAPS 492   Senior Capstone

Core Learning Outcome Courses
HRD 210   Building Academic Success
CLO 320   Critical Thinking
CLO 340   Ethics in Today's Organizations
CLO 410   Decision Sciences
CLO 415   Professional Communications
CLO 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	Building Academic Success
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
CLO 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

CLO 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.

Psychology

The Bachelor of Arts in Psychology major focuses on an essential and fundamental understanding of the major elements in the field of psychology. Learners in this major will evaluate psychological theories and research while examining ethical issues in the practical application of psychology theories. Individuals enrolled in this major can enrich their skills and abilities in organizational life and choose to pursue employment in a variety of organizational roles, including but not limited to, intake workers, child care workers, social service workers, and administrative support personnel. The Bachelor of Arts in Psychology major is designed for individuals who wish to complete a general degree in psychology or prepare for an advanced degree in psychology.

B.A. in Psychology
Required Prerequisites
MATH215   Introduction to Statistics & Probability
PSC 232   General Psychology

Required Major Courses
PSC 252   Developmental Psychology
PSY 262   Social Psychology
PSY 332   Biological Foundations of Psychology
PSY 352   Cognition
PSY 362   Personality Theories
PSY 400   Psychological Research Methods
PSY 410   Emotion
PSY 420   Abnormal Psychology
PSY 430   History & Systems of Psychology
PSY 440   Psychological Assessment
CAPS495   Senior Capstone

Core Learning Outcome Courses
HRD 210   Building Academic Success
CLO 340   Ethics in Today's Organizations
CLO 415   Professional Communications
CLO 499   Responsibility for the Future

Recommended Elective Courses
EDUC 322   Educational Psychology
BUS 328   Organizational Behavior

Course Descriptions - BA in Psychology
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.

MATH 215 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 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.

PSY 262 Social Psychology. The course explores the social factors in behavior of individuals and groups, including attitudes, leadership, and personality and culture. Credit 3 hours.

PSY 332 Biological Foundations of Psychology. The course offers an introduction to the study of the anatomy, physiology, and function of the nervous and endocrine systems, and their relationship to psychological issues. Credit 3 hours.

PSY 352 Cognition. The psychological study of attention, pattern recognition, memory, language, reasoning, problem solving, and creativity. Credit 3 hours.

PSY 362 Personality Theories. The course provides an in-depth examination of the contemporary approaches to the psychological study of personality. Credit 3 hours.

PSY 400 Psychology Research Methods. The course is designed to provide learners the opportunity to study the theory and methodology of psychological research design, execution, and presentation of scientific research in psychology. Credit 3 hours.

PSY 410 Emotion. The course offers a survey of the major historical and contemporary theories of human emotion, including biological, developmental, cognitive, and social perspectives. Credit 3 hours.

PSY 420 Abnormal Psychology. The course provides an introduction to personality disorders and major psychiatric disorders. The emphasis of the course is on theories of pathology and treatment. Credit 3 hours.

PSY 430 History & Systems of Psychology. The course is a study of the evolution of psychology as a science through an examination of philosophical and physiological history, major systems and schools of thought, and contemporary approaches. Credit 3 hours.

PSY 440 Psychological Assessment. The course offers an examination of classic and current theories and methods of psychological assessment, including personality assessment, interviewing, projective techniques, and observation and behavioral techniques. Credit 3 hours.

CAPS 495 Senior Capstone.
 Learners will be required to develop a portfolio project that demonstrates their knowledge, skills, and abilities in their major discipline. 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
CAPS494   Senior Capstone

Core Learning Outcome Courses
HRD 210   Building Academic Success
CLO 320   Critical Thinking
CLO 340   Ethics in Today's Organizations
CLO 410   Decision Sciences
CLO 415   Professional Communications
CLO 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 410   Negotiation Skills
STL 420   Forecasting & Leading Change
STL 430   Multi-Cultural Perspectives and Global Trends
STL 435   Strategic Planning
CAPS495   Senior Capstone

Core Learning Outcome Courses
HRD 210   Building Academic Success
CLO 320   Critical Thinking
CLO 340   Ethics in Today's Organizations
CLO 410   Decision Sciences
CLO 415   Professional Communications
CLO 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 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   Building Academic Success (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
CLO 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

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

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.

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 people's 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　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.

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 tan 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 under-standing 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 refection 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 Arts in Theological Studies (M.A.T.S)

The Master of Arts in Theological Studies program is a 42-hour degree program offered completely online.

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
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