

**SOUTHWEST UNIVERSITY**

# Southwest University

Accredited Member Distance Education and Training Council  
1601 18<sup>th</sup> Street NW, Washington, DC 20009  
(202) 234-5100



[www.detc.org](http://www.detc.org)

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

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



*Dedicated to  
enriching the lives  
of our students*

**SOUTHWEST UNIVERSITY**  
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[www.southwest.edu](http://www.southwest.edu)

SUMMER 2010

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# SOUTHWEST UNIVERSITY

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

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

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*Over 25 years*

*of providing*

*quality*

*education,*

*via distance*

*learning,*

*to students*

*worldwide.*

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# SOUTHWEST UNIVERSITY

## SOUTHWEST UNIVERSITY

### VISION

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

### MISSION

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

Southwest was founded to cultivate and provide comprehensive education for working adults through distance learning methods.

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

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

### *Our Philosophy is...*

To recognize individuality, to offer personalized service and to build a rapport with each student. It is our belief that this relationship encourages communication and personal motivation.

Southwest University believes in the importance of recognizing the accomplishments of our students and in the importance of prompt communication and feedback. The University believes it is equally important to encourage students to communicate with administration, faculty, and staff.

### *Our Goals are...*

To provide students an environment that promotes learning.

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

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

To improve student recruitment and retention.

To continually improve our distance learning programs.

### *Our Objectives are...*

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

To provide distinguished faculty who strive to enrich the lives of students, ensure their success, and

increase the contributions they can make to others and society.

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

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

To ensure an educational service equivalent in depth to that offered in the traditional setting.

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

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

To provide administrative support and personal caring service.

### ACCREDITATION AND LICENSURE

Distance Education and Training  
Council  
1601 18th Street, NW, Suite 2  
Washington, DC 20009  
(202) 234-5100

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

Visit [www.detc.org](http://www.detc.org) for more information on DETC and accreditation.

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

## EDUCATIONAL METHOD

Southwest University's courses utilize a textbook and a Study Guide.

The Study Guide is prepared in conjunction with the textbook and serves as an instructional tool to help the student through the course.

### Study Guides:

The Study Guide provides an overview of the course, a listing of course objectives and detailed instructions for completing the course. Each Guide is divided into Chapters and Lessons. Each Lesson provides an overview and objectives of each Chapter and a variety of assignments.

### Resource Personnel:

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

### Examinations:

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

### Proctors:

Acceptable proctors include school teachers and principals, librarians, clergy members, human resources officers and workplace supervisors. A proctor should hold a position of integrity. Family members or friends cannot act as proctors.

# GENERAL INFORMATION

## CALENDAR

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

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

## NON-DISCRIMINATION POLICY

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

## LICENSES/CREDENTIALS

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

## FULL TIME STUDENTS

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

## INTERNATIONAL STUDENTS:

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

International students whose native language is not English are required to submit one of the following prior to admission:

An official copy of TOEFL (Test of English as a Foreign Language).

### Requirements for admission into our degree programs include:

**Undergraduate** - A minimum of 500 in the paper-based version or 61 in the Internet-based version.

**Master's** - A minimum of 530 in the paper-based version or 71 in the Internet-based version.

### International English Language Testing System Exam (IELTS)

A minimum of 61 in the Internet-based test or a Band 5 or higher is required.

TOEFL and IELTS scores are not required from:

- International students who have completed two years of study in which English was the language of instruction, or
- International students whose English language transcripts have been accepted by institutions domiciled in the U.S. and Canada.
- Written proof of successfully completing (2.0 GPA or higher) at least 30 academic credits of college/university level courses that are transferable and that were taught completely in English.

*Transcripts not in English must be evaluated by an appropriate third party and translated into English or by a trained transcript evaluator fluent in the language of the transcript. The National Association of Credential Evaluation Services (NACES) is an approved translating service. Please visit [www.naces.org](http://www.naces.org) for more information.*

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Students who cannot meet the above requirements because of exceptional circumstances, may petition to be accepted on a conditional basis. If accepted, the student will be permitted to take a maximum of four courses on a non-degree seeking student basis. If after taking four courses, the student has a 3.0 GPA or higher, the student may be accepted as a degree seeking student. If the student's GPA is lower than 3.0, the student's enrollment at SWU will be terminated.

Credit earned at most foreign schools will be accepted toward fulfilling degree requirements. Official transcripts are required. All tuition and fees must be paid in U.S. currency and all checks drawn on a U.S. bank. Students are responsible for all custom duties. See page 17 regarding postage and handling costs.

## TIME REQUIREMENTS

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

The term of enrollment for each degree program is twenty-four (24) consecutive months from the date of enrollment. Upon written request, subject to approval, the enrollment term may be extended. An enrollment extension fee of \$10.00 per month will apply.

## RESIDENCE REQUIREMENTS

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

## LIBRARY

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

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

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

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

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

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

## STUDENT RECORDS / PRIVACY ACT

Student records, other than student name, date of enrollment, degree program, and date of graduation, will not be released to a third party without the student's written permission.

## THE STUDENT STUDY / DEGREE PLAN

The University utilizes a Student Study / Degree Plan which sets forth the:

- 1) Number of semester hours required for the degree,
- 2) Number of semester hours accepted from other academic institutions,
- 3) Number of semester hours awarded: (if any) for:
  - a. Military Service / Courses,
  - b. Specialized Training,
  - c. Prior and/or Experiential Learning, (see page 12 for additional information),
- 4) Number of semester hours to be earned,
- 5) Courses to be completed by number and title,
- 6) Degree to be confirmed.

## STUDENT IDENTIFICATION CARDS

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

## GRIEVANCES

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

SOUTHWEST UNIVERSITY IS  
PROUD TO SERVE ITS  
STUDENTS IN THE MILITARY  
AND OUR VETERANS

TA, DANTES, VETERANS, and  
MONTGOMERY GI BILL

Southwest University's Programs are approved to provide for payment of Educational Assistance benefits to active military members through the Defense Activity for Non-Traditional Educational support, DANTES. and for veterans under the programs administered by the United States Department of Veterans Affairs (VA).

NO ONLINE TIME is required. For more information, visit [southwest.edu](http://southwest.edu)

TUITION SCHOLARSHIPS  
AVAILABLE FOR MILITARY  
SPOUSES AND FAMILY

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

DANTES

Southwest University is listed in the Defense Activity for Non-Traditional Education Support (DANTES) Catalog of Nationally Accredited Distance Learning Programs. You will find this catalog at every base education office. An Education Services Officer can advise students on the eligibility of programs.

DANTES processes Tuition Assistance for active duty persons.

A student requesting Tuition Assistance must have a DANTES Form # 1562131 signed by his/her Educational Services Specialist or Commanding Officer certifying his/her eligibility.

For DANTES questions contact:

DANTES  
Code 20H  
6490 Soufley Field Road  
Pensacola, FL 35209-5243  
850.452.1360 Telephone  
850.452.1161 FAX

GoArmyEd

If you are planning to apply, visit this online portal to learn how to take advantage of your TA benefits and set up your account.

TUITION AND FEES:

STUDENTS RECEIVING  
TA and DANTES

Per Course: \$250 per semester hour.  
(Each course credits 3 semester hours.)

Students are responsible for the Application, one-time Registration, and Graduation fees. Textbooks and instructional material are provided through Southwest University's Book Grant.

If a student withdraws, the student must submit payment for the cost of the textbook(s).

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

VETERANS

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

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

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

For more details: go to [southwest.edu](http://southwest.edu)

TUITION AND FEES:  
STUDENTS RECEIVING  
VETERANS ASSISTANCE

Per Course: \$250 per semester hour.  
(Each course credits 3 semester hours.)

Students are responsible for the Application, one-time Registration, and Graduation fees, textbooks and Study Guides.

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

## ADMISSION INFORMATION

### ADMISSION PROCEDURES

All applicants must submit the following:

- (1) The completed Application for Enrollment form.
- (2) a. First time university students will be required to submit a high school or GED transcript.  
b. College / University transcripts. Student copies will be accepted with your application. Official transcripts sent directly from the colleges / universities you attended will be required within 60 days of your enrollment.
- (3) Documentation of the successful completion of any specialized training programs (degree related) for which you are requesting credit.
- (4) Current resume.
- (5) The application fee of \$50. (nonrefundable.)

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

### DENIAL OF ADMISSIONS

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

### ENROLLMENT AGREEMENT/ REGISTRATION CONTRACT

An application must be accepted for Admission. Once accepted, the applicant must complete an Enrollment Agreement/Registration Contract and pay tuition and fees. *See Tuition Plan: page 15.*

### ADMISSION REQUIREMENTS ASSOCIATE PROGRAM

- ◆ High school diploma or completed GED equivalent.
- ◆ If you are not submitting transcripts from an accredited university or college, a high school or GED transcript must be provided.

### ADMISSION REQUIREMENTS CRIMINAL JUSTICE BACHELOR PROGRAM

- ◆ High school diploma or completed GED equivalent, or
- ◆ An Associate Degree or a minimum of sixty (60) semester hours of undergraduate courses. At least thirty (30) standard semester hours must be general education courses. All credit must have been earned at an institution accredited by:

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

ADMISSION REQUIREMENTS  
BACHELOR OF SCIENCE IN  
BUSINESS ADMINISTRATION

**BS BUSINESS  
ADMINISTRATION**

**BSBA HUMAN RESOURCE  
MANAGEMENT**

**BSBA INTERNATIONAL  
BUSINESS**

**BSBA LEADERSHIP AND  
MANAGEMENT**

**BSBA MANAGEMENT**

**BSBA MARKETING**

**BSBA ORGANIZATIONAL  
MANAGEMENT**

- ◆ High school diploma or completed GED equivalent.
- ◆ All transfer credit must have been earned at an institution accredited by:
  1. An institutional accrediting agency recognized by the United States Department of Education, or
  2. An institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA), or
  3. For non U.S. institutions, an educational institution approved by equivalent authorities.

GENERAL EDUCATION

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

GENERAL EDUCATION  
REQUIREMENTS

**English** 6 Semester Hours

ENG 100 Reading/Writing  
Comprehension

ENG 101 English Composition I

**Communication** 3 Semester Hours

COM 105 Principles of  
Communication

**Basic Mathematics and Statistics**

*\*Select any (2).* 6 Semester Hours

MATH 150 College Math I

MATH 151 College Math II

STAT 156 Business Statistics

CIS 122 Computer Concepts

**Humanities**

*\*Select any (2).* 6 Semester Hours

HIST 110 American History  
(1500-1877)

HIST 111 American History  
(1863-since 1988)

POLS 112 International Relations

POLS 125 World Politics

**Social Behavior Science**

*\*Select 1.* 3 Semester Hours

PSY 130 Introduction to Psychology

SOC 134 Introduction to Sociology

**Natural Science** 3 Semester Hours

NSC 136 Earth Science

**Philosophy**

*\*Select 1.* 3 Semester Hours

PHIL 160 Ethics, Crime and Justice

PHIL 161 Ethics

TRANSFER CREDIT

*The Associate's Degree*

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

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

*The Bachelor Degrees*

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

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

# SOUTHWEST UNIVERSITY

## CREDIT MAY BE GIVEN FOR

Military Service/Courses  
Non-collegiate Sponsored Instruction

## PRIOR/EXPERIENTIAL LEARNING CREDIT

### *The Associate's Degree*

A maximum amount of 15 semester hours for Prior/Experiential Learning Credit, equivalent to specific courses in the degree program, may be applied toward the Associate's degree.

### *The Bachelor's Degrees*

A maximum amount of 15 semester hours for Prior/Experiential Learning Credit, equivalent to specific courses in the degree program, may be applied toward the Bachelor's degree.

## CREDIT BY ASSESSMENT OF SELF-ACQUIRED COMPETENCIES

The University recognizes that students may have gained knowledge and understanding through various life/work experiences which may be equivalent to the subject matter of specific courses in the University's degree programs.

Students may request credit for that experience.

A Life-Learning Portfolio Handbook is available to assist the student requesting credit. It is important that the portfolio be as complete as possible. Upon receipt of the portfolio, the assessment of the material submitted will be conducted by a qualified faculty member.

In determining credit for Experiential Learning, the University follows the guidelines suggested by the Council for Adult and Experiential Learning. CAEL is a nonprofit association of colleges, universities, organizations, educators, and other individuals dedicated to the expansion of lifelong learning for adults and the advancement of experiential learning and its assessment.

Refer to page 16, Fee Schedule.

## ADMISSION REQUIREMENTS: ALL MASTERS PROGRAMS

◆ A Bachelor's Degree from an institution accredited by:

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

## SECOND SOUTHWEST MASTERS DEGREE(S)

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

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

Refer to pages 14, 61-65 for details.

## TRANSFER CREDIT

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

Or, the applicant may request **Professional Training/Experiential Learning Credit.**

A maximum amount of nine semester hours for Professional Training/Experiential Learning Credit, equivalent to specific courses in the degree program, may be applied toward the Master's degree. Documentation is required.

Or, a combination of transfer credit and Professional Training/Experiential Learning Credit, up to 9 semester hours, may be applied toward the degree requirement.

# ACADEMIC INFORMATION

## DEGREE PROGRAMS

ASSOCIATE OF SCIENCE IN  
CRIMINAL JUSTICE

ASSOCIATE OF SCIENCE IN  
BUSINESS ADMINISTRATION

BACHELOR OF SCIENCE IN  
CRIMINAL JUSTICE

BACHELOR OF SCIENCE IN  
BUSINESS ADMINISTRATION

BSBA HUMAN RESOURCE  
MANAGEMENT

BSBA INTERNATIONAL  
BUSINESS

BSBA LEADERSHIP AND  
MANAGEMENT

BSBA MANAGEMENT

BSBA MARKETING

BSBA ORGANIZATIONAL  
MANAGEMENT

MASTER OF ARTS IN  
MANAGEMENT

MASTER OF BUSINESS  
ADMINISTRATION

MASTER OF BUSINESS  
ADMINISTRATION MANAGEMENT

MASTER OF BUSINESS  
ADMINISTRATION  
ORGANIZATIONAL MANAGEMENT

MASTER OF ARTS IN  
ORGANIZATIONAL MANAGEMENT

MASTER OF SCIENCE IN  
CRIMINAL JUSTICE

SECOND SOUTHWEST UNIVERSITY  
GRADUATE DEGREE(S)

## GRADUATION REQUIREMENTS

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

Associate of Science in  
Business

Associate of Science in  
Criminal Justice

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

- ◆ A minimum of 30 semester hours of the instruction toward the degree must have been earned at Southwest University.

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

Bachelor of Science in  
Criminal Justice

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

- ◆ A minimum of 30 semester hours of the instruction toward the degree must have been earned at Southwest University.

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

Bachelor of Science in  
Business Administration:  
All Programs

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

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

**\*The Associate of Science in Business Administration degree can be awarded upon completion of 60 semester hours, which includes general education courses (refer to page 34) and core required courses (refer to page 35) .**

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

Master of Arts in  
Management

Master of Business  
Administration

Master of Arts in  
Organizational Management

Master of Science in  
Criminal Justice

- ◆ Thirty-six (36) semester hours beyond the Bachelor's Degree. Thesis not required.
- ◆ Cumulative grade point average of 3.0 or better is required.

# SOUTHWEST UNIVERSITY

Master of Business Administration Management

Master of Business Administration Organizational Management

- ◆ Forty-Eight (48) semester hours beyond the Bachelor's Degree. Thesis not required.
- ◆ Cumulative grade point average of 3.0 or better is required.

## SECOND SOUTHWEST GRADUATE DEGREE(S)

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

## GRADING

The University uses the A, B, C, D and U (unsatisfactory) Grading System: A grade of D, while a passing grade, reflects substandard work and should be balanced by grades of A or B. A grade of U receives no quality points and must be repeated: Quality points assigned.

A+	= Superior	= 4.0
A	= 96.3 to 100	= 4.0
A-	= 92.6 to 96.2	= 3.7
B+	= 89.3 to 92.3	= 3.3
B	= 86.3 to 89.2	= 3.0
B-	= 83.6 to 86.2	= 2.7
C+	= 81.3 to 83.5	= 2.3
C	= 77.4 to 81.2	= 2.0
C-	= 75.6 to 77.3	= 1.7
D+	= 73.3 to 75.5	= 1.3
D	= 70.3 to 73.2	= 1.0
U	=	0.0

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

## ACADEMIC PROBATION

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

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

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

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

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

Dismissal decisions may be appealed.

## INCOMPLETES

Each course must be completed within 10 weeks. Students may request a one-month extension with a fee of \$50 per course. If a student does not complete the course after the one-month extension, the student will be dismissed and a U grade will be issued. The student will then be required to re-enroll in the course for the tuition effective at the time of enrollment.

## RETAKE EXAMINATIONS

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

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

## GRADUATION WITH HONORS

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

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

## HONOR SOCIETY

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

## TRANSCRIPTS

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

## ACADEMIC INTEGRITY

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

## CREDIT TO BE TRANSFERRED

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

# FINANCIAL INFORMATION

## TUITION

### *Associate and/or Bachelor's Degree*

#### **Degree Programs:**

\$190 per semester hour plus textbooks, instructional materials, and postage and handling.

#### **Students Enrolling Per Course:**

\$250 per semester hour plus textbooks, instructional materials, application and registration fees, and postage and handling.

#### **Tuition Assistance: TA/ DANTES/ VA**

Students utilizing Tuition Assistance/ DANTES: tuition is \$250 per semester hour; textbooks and instructional materials are provided by Southwest University's book grant program.

Students utilizing VA benefits: tuition is \$250 per semester hour. Textbooks and Study Guides are the student's responsibility.

Postage and handling costs are the responsibility of the student.

### *Masters Degrees*

#### **Degree Programs:**

\$250 per semester hour plus textbooks, instructional materials, and postage and handling.

## **Students Enrolling Per Course:**

\$250 per semester hour plus textbooks, instructional materials, application and registration fees, and postage and handling.

#### **Tuition Assistance: TA/ DANTES/ VA**

Students utilizing Tuition Assistance/ DANTES: tuition is \$250 per semester hour; textbooks and instructional materials are provided by Southwest University's book grant program.

Students utilizing VA benefits: tuition is \$250 per semester hour. Textbooks and Study Guides are the student's responsibility.

Postage and handling costs are the responsibility of the student.

## TUITION PLAN

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

The minimum down payment(s) are:

Associate Degree	\$ 745.*
Bachelor Degree (All)	\$ 745.*
Masters (All)	\$1,125.*

\*Plus Application and Registration / Enrollment Fees.

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

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# SOUTHWEST UNIVERSITY

## FINANCIAL AID

Southwest University offers interest free monthly payment plans.

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

Prospective students who are eligible for GI Bill or VEAP benefits and are seeking tuition assistance under one of these programs should contact our trained personnel for help in enrolling at:

**admissions@southwest.edu**

For questions regarding eligibility of benefits and payments, please contact the VA at **1.888.442.4551**.

Military members on active duty and reservists eligible for tuition assistance and DANTES benefits may contact our specialized personnel to assist prospective students in enrollment and processing.

See page 9 for additional information.

## FEE SCHEDULE:

Application Fee (non-refundable)	\$ 50.
Registration Fee	\$ 200.
Graduation Fee	\$ 125.
Student I.D. Card	\$ 10.
Transcript Fee	\$ 10.
Enrollment Extension Fee (per month)	\$ 10.
Course Extension Fee	\$ 50.
Reactivation Fee	\$ 200.
Returned Check Charge	\$ 35.
Study Guide only	\$ 90.
Life Learning Portfolio Assessment ( <b>if applicable</b> ) per each 3 semester hours	\$ 200.
Late Fee (on monthly payments)	\$ 5.
Retake Lesson Exam (each)	\$ 10.
Change of Program Fee	\$ 150.
Change of Major Fee	\$ 100.
Resubmission of Amended Project (each)	\$ 20.
Retake Final Exam (each)	\$ 50.
Degree shipping, postage and certified mail.	\$ 40.
Handling per Course	\$ 14.
Handling per Proctored Exam	\$ 14.
Honor Society Membership	\$ 40.

## STUDENT WITHDRAWAL/ REFUND POLICY

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

If the enrollment is cancelled within five (5) calendar days after midnight of the day on which the enrollment agreement is signed, the student will receive a refund of all monies paid to Southwest University.

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

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

- Up to and including 10 percent of the course, 10 percent of the refundable tuition (tuition charges remaining after subtracting the non-refundable fee already retained).
- Between 10 percent and 25 percent of the course, 25 percent of the refundable tuition.

- Between 25 percent and 50 percent of the course, 50 percent of the refundable tuition.

- After completing more than half the course, the University shall be entitled to retain the entire total course tuition.

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

## DEFERMENT

If financial or personal difficulties arise, the student is required to make appropriate arrangements with the Business Office. Students who fail to make satisfactory arrangements are subject to suspension and/or termination.

## SUSPENSION/ TERMINATION

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

- Failure to maintain tuition payments as per contract agreement.
- Failure to communicate with the University within a 90 day period.

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

A student will be terminated should any records or work submitted for credit prove to be falsified.

## TEXTBOOKS

### *Degree Programs*

Textbooks are not included in the tuition costs. Southwest University is a member of the National Association of College Stores and maintains a student bookstore. Students may obtain textbooks from the University bookstore or through their own resources. The University will supply the title, author, publisher and cost of the required textbooks. Textbook prices and materials are subject to publishers' price increases. Textbook prices range from \$85 to \$125 or more. Textbooks and course materials must be paid prior to shipment.

**PER COURSE:** When TA and DANTES students are using per-course tuition assistance, textbooks and course materials are included. If a student withdraws, the student is responsible for the cost of textbook(s).

VA students are responsible for textbooks and Study Guides.

## POSTAGE AND HANDLING

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

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# SOUTHWEST UNIVERSITY

## DEGREE PROGRAMS

### ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

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

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

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

#### OBJECTIVES: GENERAL EDUCATION

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

- Read and comprehend at the college level
- Communicate in writing and through speech
- Understand and apply mathematical concepts to problem solving

- Understand basic scientific principles and environmental issues
- Understand the concepts in the science of behavior
- Analyze information logically
- Appreciate the value of one's own and other cultures
- Demonstrate competency in the use of computers

#### OBJECTIVES: CRIMINAL JUSTICE

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

- Identify police issues, revise constitutional law and demonstrate an understanding of the police organization and its function
- Describe the system of justice used in the United States
- Trace the evolution of law and justice and the historical events related to them
- Identify and describe the basic investigative process and its challenges
- Explore the practical strategies of community policing
- Identify moral issues and concerns of the justice process
- Identify the issues, trends and challenges facing juvenile justice
- Explain the importance of ethical leadership
- Provide an overview of the practices of modern corrections

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

## DEGREE REQUIREMENT

60 Semester Hours

Thirty semester hours must be General Education courses. See General Education Requirement courses: page 11.

A maximum of 30 semester hours may be transferred.

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

Refer to:

Academic Information, page 13.

## CORE COURSES

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

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

## ELECTIVE COURSES

- CIS 205 Basic Communication Technologies
- CJ 209 Survey of the American Legal System

- CJ 212 Victimology
- BUS 214 Public Speaking
- HRM 215 Introduction to Human Resource Management
- CJ 220 Basic Criminal Investigation
- HR 225 Principles of Human Relations
- CJ 230 Introduction to Forensic Science
- CJ 234 Introduction to Criminology
- CJ 237 Leadership and Motivation
- SOC 241 Race and Ethnic Relations
- MGT243 Administrative Office Management
- CJ 258 Domestic Violence
- CJ 259 Introduction to Drugs and Crime
- CJ 264 Security Management
- CJ 270 Community Policing Strategies
- CJ 280 Special Topics in Criminal Justice

## COURSE DESCRIPTIONS

General Education Courses:

**ENG 100** **3 Semester Hours**

### READING/WRITING COMPREHENSION

This course is designed to provide the student reading and writing skills and also to develop his/her abilities to utilize outside sources of learning. This course is also intended to enhance the student's potential for success and provide the opportunity to review the University's policies and procedures regarding student services, course study procedures, study suggestions, proper identification of submitted material, and library resource information.

**ENG 101** **3 Semester Hours**

### ENGLISH COMPOSITION I

The course provides an excellent approach to build language skills. It reviews concepts and application. The course is divided into segments to help develop grammar, editing, writing and usage skills vital to successful written communication.

**COM 105** **3 Semester Hours**

### PRINCIPLES OF COMMUNICATION

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

**MATH 150/151** **3 Semester Hours**

### COLLEGE MATH I & II

This course clearly explains mathematics. The course helps students organize the information in any problem-solving situation. Students become confident problem solvers.

**STAT 156** **3 Semester Hours**

### BUSINESS STATISTICS

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

**CIS 122** **3 Semester Hours**

### COMPUTER CONCEPTS

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

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**HIST 110**                      **3 Semester Hours**

## **AMERICAN HISTORY (1500-1877)**

This course weaves together the social and historical forces that have shaped the United States.

**HIST 111**                      **3 Semester Hours**

## **AMERICAN HISTORY (1863-since 1988)**

This course brings together the complex interactions of social, political, and historical forces that have shaped the United States. A "continental" approach is incorporated to bring forth a greater hemispheric perspective.

**POLS 112**                      **3 Semester Hours**

## **INTERNATIONAL BUSINESS**

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

**POLS 125**                      **3 Semester Hours**

## **WORLD POLITICS**

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

**PSY 130**                      **3 Semester Hours**

## **INTRODUCTION TO PSYCHOLOGY**

This course provides a scientific, accurate, and thorough understanding of the concepts of psychology. It presents comprehensive coverage in an easy to understand style.

**SOC 134**                      **3 Semester Hours**

## **INTRODUCTION TO SOCIOLOGY**

This course is comprehensive and stimulating. It introduces theoretical approaches and explores diversity of human living and examines social interaction in everyday life.

Three main themes are presented: Global Perspective, Social Diversity, and Critical Thinking.

**NSC 136**                      **3 Semester Hours**

## **EARTH SCIENCE**

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

**PHIL 160**                      **3 Semester Hours**

## **ETHICS, CRIME AND JUSTICE**

This course addresses moral issues of the justice process in social and criminal justice contexts. It provides comprehensive coverage on legal practices, law enforcement, corrections, crime control policy, and philosophical issues.

**PHIL 161**                      **3 Semester Hours**

## **ETHICS**

This course explains theory in easy-to-understand language. It provides a balanced and up-to-date treatment of prominent issues of business ethics and the positions and arguments on these issues. The course also presents legal perspectives.

## COURSE DESCRIPTIONS

Core Courses:

**CJ 110**                      **3 Semester Hours**

## **INTRODUCTION TO CRIMINAL JUSTICE**

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

**CJ 176**                      **3 Semester Hours**

## **INTRODUCTION TO POLICE OPERATIONS**

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

**CJ 180**                      **3 Semester Hours**

## **SURVEY OF CORRECTIONS**

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

**CJ 185**                      **3 Semester Hours**

## **INTRODUCTION TO JUVENILE JUSTICE**

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

**CJ 201 3 Semester Hours**

**INTRODUCTION TO CRIMINAL PROCEDURES**

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

**CJ 250 3 Semester Hours**

**INTRODUCTION TO CRIMINAL LAW**

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

**CJ 311 3 Semester Hours**

**THE CRIMINAL COURT SYSTEM**

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

**CJ 329 3 Semester Hours**

**CONSTITUTIONAL LAW**

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

**COURSE DESCRIPTIONS**

Electives:

**CIS 205 3 Semester Hours**

**BASIC COMMUNICATION TECHNOLOGIES**

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

**CJ 209 3 Semester Hours**

**SURVEY OF THE AMERICAN LEGAL SYSTEM**

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

**CJ 212 3 Semester Hours**

**VICTIMOLOGY**

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

**BUS 214 3 Semester Hours**

**PUBLIC SPEAKING**

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

**HRM 215 3 Semester Hours**

**INTRODUCTION TO HUMAN RESOURCE MANAGEMENT**

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

**CJ 220 3 Semester Hours**

**BASIC CRIMINAL INVESTIGATION**

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

**HR 225 3 Semester Hours**

**PRINCIPLES OF HUMAN RELATIONS**

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

**CJ 230 3 Semester Hours**

**INTRODUCTION TO FORENSIC SCIENCE**

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

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**CJ 234 3 Semester Hours**

## **INTRODUCTION TO CRIMINOLOGY**

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

**CJ 237 3 Semester Hours**

## **LEADERSHIP AND MOTIVATION**

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

**SOC 241 3 Semester Hours**

## **RACE AND ETHNIC RELATIONS**

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

**MGT 243 3 Semester Hours**

## **ADMINISTRATIVE OFFICE MANAGEMENT**

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

**CJ 258 3 Semester Hours**

## **DOMESTIC VIOLENCE**

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

**CJ 259 3 Semester Hours**

## **INTRODUCTION TO DRUGS AND CRIME**

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

**CJ 264 3 Semester Hours**

## **SECURITY MANAGEMENT**

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

**CJ 270 3 Semester Hours**

## **COMMUNITY POLICING STRATEGIES**

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

**CJ 280 3 Semester Hours**

## **SPECIAL TOPICS IN CRIMINAL JUSTICE**

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

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## BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

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

### OBJECTIVES

#### **General Education Objectives:**

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

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

## OBJECTIVES: CRIMINAL JUSTICE

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

- Identify police issues, revise constitutional law and demonstrate an understanding of the police organization and its function
- Describe the system of justice used in the United States
- Trace the evolution of law and justice and the historical events related to them
- Identify and describe the basic investigative process and its challenges
- Explore the practical strategies of community policing
- Identify moral issues and concerns of the justice process
- Identify the issues, trends and challenges facing juvenile justice
- Explain the importance of ethical leadership
- Provide an overview of the practices of modern corrections
- Summarize the social and environmental factors that influence victimization
- Outline the history and development of forensic science
- Demonstrate an understanding of the sociological approach to the study of crime and criminals
- Summarize the history, policy and theory of drug use and the impact of drugs on society

- Provide a survey of the major components of substantive criminal law
- Describe areas of prejudice and discrimination and major racial and ethnic groups in the United States
- Provide an analysis of the causes and consequences of domestic violence and the positive law enforcement response
- Provide an overview of the interdisciplinary field of security
- Explain how groups and teams affect individual behavior, power, politics and organizational communications
- Demonstrate an understanding of electronic systems and telecommunications
- Apply principles and objectives of speech preparation and presentation
- Demonstrate an understanding of the principles of office management
- Describe the role of human resource management
- Review contemporary police systems in the U.S., identify police issues, review Constitutional law and demonstrate understanding of the traditional organization and its functions.
- Describe juvenile delinquency from a sociological perspective, explain the influence on delinquent behavior, compare the relationship between delinquency and problems in the family, and explain legislation and court rulings on the rights of youthful offenders and adolescents.
- Demonstrate understanding of the fundamental concepts of the administration of justice and describe the courts, the work group, criminal trial and sentencing.

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- Describe the history, traditions and philosophies fundamental to the system of justice in the criminal court arena and explain the court's importance and its impact on society.
- Inspect crime causation, its classical, biological and sociological theories and evaluate responses to criminal behavior.
- Describe the nature and function of corrections, its services, practices, and institutions and analyze the future of the correctional system.
- Summarize the theories, practices and processes of crime control and the concepts of community policing and problem oriented policing.
- Describe basic considerations that are crucial to understanding police administration and explain the strategic management perspective of police administration.
- Identify and describe basic investigative responsibilities and illustrate how these responsibilities are handled in specific investigations.
- Examine the structure and procedures of the criminal court system, analyze the basic concepts fundamental to criminal procedure and demonstrate the proper procedures for obtaining statements and confessions from criminal suspects.
- Summarize the history and development of the law of criminal evidence, examine evidentiary implications of the exclusionary rule and illustrate how to gather and present criminal evidence.

- Examine the historical development of criminal law and its functions, identify the challenges that face the law as it continues to adjust to changing society needs.
- Describe the primary functions and responsibilities of the police supervisor.
- Identify and describe various critical issues that administrators, managers and police personnel encounter in the criminal justice system and explore the roles and values to the policing process.
- Summarize critical areas of America's drug problem, describe gangs and drugs and ascertain what can be done to deal with the drug problem.

## DEGREE REQUIREMENT

- 120 Semester Hours
- A maximum of 90 semester hours may be accepted toward fulfilling the degree requirement.
- The student must complete a minimum of 30 semester hours with Southwest University.
- Requirements include:
  - General Education Courses: 30 semester hours
  - Core Discipline Courses: 24 semester hours
  - Elective Courses: 66 semester hours
- Refer to:  
Academic Information, page 13.

## GENERAL EDUCATION

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

Students must have satisfied or must complete:

## GENERAL EDUCATION REQUIREMENTS

### English 6 Semester Hours

- ENG 100 Reading/Writing Comprehension
- ENG 101 English Composition I

### Communication 3 Semester Hours

- COM 105 Principles of Communication

### Basic Mathematics and Statistics

*\*Select any (2).* 6 Semester Hours

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

### Humanities

*\*Select any (2).* 6 Semester Hours

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

### Social Behavior Science

*\*Select 1.* 3 Semester Hours

- PSY 130 Introduction to Psychology
- SOC 134 Introduction to Sociology

### Natural Science 3 Semester Hours

- NSC 136 Earth Science

## Philosophy

\*Select 1. 3 Semester Hours

PHIL 160 Ethics, Crime and Justice

PHIL 161 Ethics

Refer to pages 20-21 for General Education course descriptions.

## CORE COURSES

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

CJ 110 Introduction to Criminal Justice

CJ 176 Introduction to Police Operations

CJ 180 Survey of Corrections

CJ 185 Introduction to Juvenile Justice

CJ 201 Introduction to Criminal Procedures

CJ 250 Introduction to Criminal Law

CJ 311 The Criminal Court System

CJ 329 Constitutional Law

## ELECTIVE COURSES

CIS 205 Basic Communication Technologies

CJ 209 Survey of the American Legal System

CJ 212 Victimology

BUS 214 Public Speaking

HRM 215 Introduction to Human Resource Management

CJ 220 Basic Criminal Investigation

HR 225 Principles of Human Relations

CJ 230 Introduction to Forensic Science

CJ 234 Introduction to Criminology

CJ 237 Leadership and Motivation

SOC 241 Race and Ethnic Relations

MGT243 Administrative Office Management

CJ 258 Domestic Violence

CJ 259 Introduction to Drugs and Crime

CJ 264 Security Management

CJ 270 Community Policing Strategies

CJ 280 Special Topics in Criminal Justice

CJ 302 Introduction: Law Enforcement and Criminal Justice

CJ 304 Juvenile Delinquency

CJ 310 Administration of Justice

CJ 335 Criminology

CJ 340 Introduction to Corrections

CJ 355 Community Policing and Problem Solving

CJ 360 Introduction to Police Administration

CJ 370 Criminal Investigation

CJ 380 Special Topics in Criminal Justice

CJ 425 Corrections in America

CJ 435 Policing in America

CJ 440 Criminal Procedure

CJ 445 Criminal Evidence

CJ 450 Criminal Law

CJ 459 Drugs Crime Society

CJ 460 Critical Issues in Criminal Justice

CJ 469 Supervision of Police Personnel

CJ 472 Proactive Management

CJ 475 The Police Manager

CJ 480 Special Topics in Criminal Justice

## COURSE DESCRIPTIONS

Core Courses:

**CJ 110 3 Semester Hours**

### INTRODUCTION TO CRIMINAL JUSTICE

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

**CJ 176 3 Semester Hours**

### INTRODUCTION TO POLICE OPERATIONS

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

**CJ 180 3 Semester Hours**

### SURVEY OF CORRECTIONS

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

**CJ 185 3 Semester Hours**

### INTRODUCTION TO JUVENILE JUSTICE

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

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**CJ 201 3 Semester Hours**

## **INTRODUCTION TO CRIMINAL PROCEDURES**

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

**CJ 250 3 Semester Hours**

## **INTRODUCTION TO CRIMINAL LAW**

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

**CJ 311 3 Semester Hours**

## **THE CRIMINAL COURT SYSTEM**

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

**CJ 329 3 Semester Hours**

## **CONSTITUTIONAL LAW**

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

## **COURSE DESCRIPTIONS**

Elective Courses:

**CIS 205 3 Semester Hours**

## **BASIC COMMUNICATION TECHNOLOGIES**

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

**CJ 209 3 Semester Hours**

## **SURVEY OF THE AMERICAN LEGAL SYSTEM**

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

**CJ 212 3 Semester Hours**

## **VICTIMOLOGY**

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

**BUS 214 3 Semester Hours**

## **PUBLIC SPEAKING**

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

**HRM 215 3 Semester Hours**

## **INTRODUCTION TO HUMAN RESOURCE MANAGEMENT**

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

**CJ 220 3 Semester Hours**

## **BASIC CRIMINAL INVESTIGATION**

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

**HR 225 3 Semester Hours**

## **PRINCIPLES OF HUMAN RELATIONS**

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

**CJ 230 3 Semester Hours**

## **INTRODUCTION TO FORENSIC SCIENCE**

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

**CJ 234 3 Semester Hours**

**INTRODUCTION TO CRIMINOLOGY**

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

**CJ 237 3 Semester Hours**

**LEADERSHIP AND MOTIVATION**

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

**SOC 241 3 Semester Hours**

**RACE AND ETHNIC RELATIONS**

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

**MGT 243 3 Semester Hours**

**ADMINISTRATIVE OFFICE MANAGEMENT**

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

**CJ 258 3 Semester Hours**

**DOMESTIC VIOLENCE**

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

**CJ 259 3 Semester Hours**

**INTRODUCTION TO DRUGS AND CRIME**

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

**CJ 264 3 Semester Hours**

**SECURITY MANAGEMENT**

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

**CJ 270 3 Semester Hours**

**COMMUNITY POLICING STRATEGIES**

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

**CJ 280 3 Semester Hours**

**SPECIAL TOPICS IN CRIMINAL JUSTICE**

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

**CJ-302 3 Semester Hours**

**INTRODUCTION: LAW ENFORCEMENT AND CRIMINAL JUSTICE**

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

**CJ-304 3 Semester Hours**

**JUVENILE DELINQUENCY**

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

**CJ-310 3 Semester Hours**

**ADMINISTRATION OF JUSTICE**

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

**CJ-335 3 Semester Hours**

**CRIMINOLOGY**

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

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**CJ-340**                      **3 Semester Hours**

## **INTRODUCTION TO CORRECTIONS**

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

**CJ-355**                      **3 Semester Hours**

## **COMMUNITY POLICING AND PROBLEM SOLVING**

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

**CJ-360**                      **3 Semester Hours**

## **INTRODUCTION TO POLICE ADMINISTRATION**

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

**CJ-370**                      **3 Semester Hours**

## **CRIMINAL INVESTIGATION**

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

**CJ-425**                      **3 Semester Hours**

## **CORRECTIONS IN AMERICA**

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

**CJ-435**                      **3 Semester Hours**

## **POLICING IN AMERICA**

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

**CJ-440**                      **3 Semester Hours**

## **CRIMINAL PROCEDURE**

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

**CJ-445**                      **3 Semester Hours**

## **CRIMINAL EVIDENCE**

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

**CJ-450**                      **3 Semester Hours**

## **CRIMINAL LAW**

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

**CJ-459**                      **3 Semester Hours**

## **DRUGS CRIME SOCIETY**

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

**CJ-460**                      **3 Semester Hours**

## **CRITICAL ISSUES IN CRIMINAL JUSTICE**

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

**CJ-469**                      **3 Semester Hours**

## **SUPERVISION OF POLICE PERSONNEL**

Discusses the primary functions and responsibilities of the police supervisor. Fundamentals of supervisory techniques.

**CJ-472**                      **3 Semester Hours**

## **PROACTIVE MANAGEMENT**

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

**CJ-475**                      **3 Semester Hours**

## **THE POLICE MANAGER**

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

**CJ-380/480**                      **3 Semester Hours**

## **SPECIAL TOPICS IN CRIMINAL JUSTICE**

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

## MASTER OF SCIENCE IN CRIMINAL JUSTICE

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

### OBJECTIVES

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

- Analyze issues such as current policing strategies and stress in police organizations and develop advanced leadership skills to handle issues and problems.
- Identify administrative challenges and describe how these challenges are met.
- Summarize topics on structure and criminal justice organizations, employee supervision and evaluation and demonstrate understanding of the principles in which criminal justice administration is based.
- Describe practices and programs being conducted in the juvenile justice system. Examine theories and explain why juveniles exhibit delinquent behavior.
- Explain the rationale for studying other systems of justice and rationalize crime as a world problem.
- Describe how detective work should be performed, identify and apply newly learned principles to criminal investigation.

- Analyze and define intelligence, methods of intelligence and principles of communication. Apply these principles to hostage negotiations.
- Examine criminological and criminal justice studies. Explain how to utilize these research methods.
- Focus on issues of race and ethnicity, gender and social class and explain the need to understand social causes of crime in order to reduce crime.
- Explain the evolution of correctional management theory and describe the distribution of power relationships in the structural subsystem of the correctional organization.

### DEGREE REQUIREMENT

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

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

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

### COURSES

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

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## COURSE DESCRIPTIONS

**CJ 600 3 Semester Hours**

### **POLICE ADMINISTRATION AND MANAGEMENT**

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

**CJ 604 3 Semester Hours**

### **JUSTICE ADMINISTRATION**

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

**CJ 605 3 Semester Hours**

### **ORGANIZATIONAL THEORY AND MANAGEMENT**

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

**CJ 612 3 Semester Hours**

### **JUVENILE JUSTICE**

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

**CJ 622 3 Semester Hours**

### **COMPARATIVE CRIMINAL JUSTICE SYSTEMS**

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

**CJ 630 3 Semester Hours**

### **CRIMINAL INVESTIGATION RESTRUCTURING THE PAST**

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

**CJ 640 3 Semester Hours**

### **ADMINISTRATION OF CORRECTIONS**

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

**CJ 650 3 Semester Hours**

### **DEVIANT BEHAVIOR**

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

**CJ 655 3 Semester Hours**

### **PERSPECTIVES IN CRIMINOLOGY**

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

**CJ 660 3 Semester Hours**

### **CRIMINAL BEHAVIOR**

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

**CJ 665 3 Semester Hours**

### **RESEARCH METHODS**

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

**CJ 674 3 Semester Hours**

### **NEGOTIATIONS: CRISIS AND HOSTAGE**

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

**CJ 680 3 Semester Hours**

### **SPECIAL TOPICS IN CRIMINAL JUSTICE**

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

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

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

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

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

BSBA HUMAN RESOURCE MANAGEMENT

BSBA INTERNATIONAL BUSINESS

BSBA LEADERSHIP AND MANAGEMENT

BSBA MANAGEMENT

BSBA MARKETING

BSBA ORGANIZATIONAL MANAGEMENT

## OBJECTIVES

Upon completion of this General Degree Program, the student will achieve:

## OBJECTIVES: GENERAL EDUCATION

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

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

## OBJECTIVES: BUSINESS ADMINISTRATION

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

- Demonstrate an understanding of effective problem-solving and decision-making skills.
- Demonstrate competence in communication and interpersonal relations.
- Explore and explain the practical strategies of business management.
- Identify issues, trends and challenges facing human resource personnel: recruitment and selection, training and development.
- Build a strong foundation on which to build a business career path.
- Identify the functions of finance including sources of finance.
- Explain how resources are allocated in production.
- Explain the managerial processes of planning, organizing and controlling.
- Apply principles and objectives of speech preparation and presentation.
- Identify the entrepreneurship options of owning and/or operating a business venture.
- Develop skills in advertising, design, pricing decisions, and building distribution networks.

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- Gather information and make reports about customers, product sales performance and competitors.
- Focus on financial aid and investment analysis and planning.
- Develop an awareness and understanding of ethical reasoning.
- Demonstrate an understanding of global business.
- Assess leadership and measure its effects.
- Demonstrate an understanding of business organizations and regulations.
- Summarize the future of E-Commerce.
- Summarize concepts of strategic management.

## DEGREE REQUIREMENT

- 120 Semester Hours
  - A maximum of 90 semester hours may be accepted toward fulfilling the degree requirement.
  - The student must complete a minimum of 30 semester hours with Southwest University.
  - Requirements include:
    - General Education Courses: 30 semester hours
    - Core Discipline Courses: 30 semester hours
    - Elective Courses: 60 semester hours
- Refer to: Academic Information, page 13.

## GENERAL EDUCATION

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

## GENERAL EDUCATION REQUIREMENT COURSES

### English 6 Semester Hours

ENG	100	Reading/Writing Comprehension
ENG	101	English Composition I

### Communication 3 Semester Hours

COM	105	Principles of Communication
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### Basic Mathematics and Statistics

*\*Select any (2).* 6 Semester Hours

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

### Humanities

*\*Select any (2).* 6 Semester Hours

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

## Social Behavior Science

*\*Select (1).* 3 Semester Hours

PSY	130	Introduction to Psychology
SOC	134	Introduction to Sociology

## Natural Science 3 Semester Hours

NSC	136	Earth Science
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## Philosophy 3 Semester Hours

PHIL	161	Ethics
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## CORE COURSES

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

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

## ELECTIVE COURSES

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

FIN	425	Investment Management
INT	430	Global Marketing
ORG	435	Organizational Behavior Structure and Processes
HRM	440	Training Strategies and Practices
BUS	445	Leadership in Organizations
INT	448	Global Human Resource Management
MGT	450	Supervisory Management
MGT	452	Sales Management
INT	454	International Organizational Behavior
BUS	456	E-Commerce
BUS	460	Entrepreneurial Management
HRM	462	Labor Relations and Collective Bargaining
INT	465	International Management
MKT	470	Consumer Purchasing and Behavior
HRM	472	Strategic Compensation
HRM	475	Staffing Processes and Strategies
BUS	478	Strategic Management and Policy
BUS	480	Special Topics in Business Administration

## COURSE DESCRIPTIONS

General Education Courses:

**ENG 100 3 Semester Hours**

### **READING/WRITING COMPREHENSION**

This course is designed to provide the student reading and writing skills and also to develop his/her abilities to utilize outside sources of learning. This course is also intended to enhance the student's potential for success and provide the opportunity to review the University's policies and procedures regarding student services, course study procedures, study suggestions, proper identification of submitted material, and library resource information.

**ENG 100 3 Semester Hours**

### **ENGLISH COMPOSITION I**

The course provides an excellent approach to build language skills. It reviews concepts and application. The course is divided into segments to help develop grammar, editing, writing and usage skills vital to successful written communication.

**COM 105 3 Semester Hours**

### **PRINCIPLES OF COMMUNICATION**

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

**MATH 150/151 3 Semester Hours**

### **COLLEGE MATH I & II**

This course clearly explains mathematics. The course helps students organize the information in any problem-solving situation. Students become confident problem solvers.

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## **STAT 156 3 Semester Hours** **BUSINESS STATISTICS**

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

## **CIS 122 3 Semester Hours** **COMPUTER CONCEPTS**

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

## **HIST 110 3 Semester Hours** **AMERICAN HISTORY (1500-1877)**

This course weaves together the social and historical forces that have shaped the United States.

## **HIST 111 3 Semester Hours** **AMERICAN HISTORY (1863- since 1988)**

This course brings together the complex interactions of social, political, and historical forces that have shaped the United States. A “continental” approach is incorporated to bring forth a greater hemispheric perspective.

## **POLS 112 3 Semester Hours** **INTERNATIONAL BUSINESS**

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

## **POLS 125 3 Semester Hours** **WORLD POLITICS**

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

## **PSY 130 3 Semester Hours** **INTRODUCTION TO PSYCHOLOGY**

This course provides a scientific, accurate, and thorough understanding of the concepts of psychology. It presents comprehensive coverage in an easy to understand style.

## **SOC 134 3 Semester Hours** **INTRODUCTION TO SOCIOLOGY**

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

## **NSC 136 3 Semester Hours** **EARTH SCIENCE**

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

## **PHIL 161 3 Semester Hours** **ETHICS**

This course explains theory in easy-to-understand language. It provides a balanced and up-to-date treatment of prominent issues of business ethics and the positions and arguments on these issues. The course also presents legal perspectives.

## COURSE DESCRIPTIONS

Core Courses:

### **ACC 203 3 Semester Hours** **ACCOUNTING I**

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

### **ACC 204 3 Semester Hours** **ACCOUNTING II**

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

### **BUS 210 3 Semester Hours** **INTRODUCTION TO BUSINESS**

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

### **HRM 215 3 Semester Hours** **INTRODUCTION TO HUMAN RESOURCE MANAGEMENT**

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

**FIN 218 3 Semester Hours**

**PERSONAL FINANCE**

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

**ECO 230 3 Semester Hours**

**ECONOMIC PRINCIPLES**

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

**BUS 239 3 Semester Hours**

**PRACTICAL BUSINESS LAW**

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

**MGT 240 3 Semester Hours**

**PRINCIPLES OF MANAGEMENT**

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

**MKT 248 3 Semester Hours**

**PRINCIPLES OF MARKETING**

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

**ORG 260 3 Semester Hours**

**INTRODUCTION TO ORGANIZATIONAL MANAGEMENT**

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

**COURSE DESCRIPTIONS**

**Elective Courses:**

**CIS 205 3 Semester Hours**

**BASIC COMMUNICATION TECHNOLOGIES**

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

**BUS 214 3 Semester Hours**

**PUBLIC SPEAKING**

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

**HR 225 3 Semester Hours**

**PRINCIPLES OF HUMAN RELATIONS**

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

**BUS 237 3 Semester Hours**

**LEADERSHIP**

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

**SOC 241 3 Semester Hours**

**RACE AND ETHNIC RELATIONS**

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

**MGT 243 3 Semester Hours**

**ADMINISTRATIVE OFFICE MANAGEMENT**

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

# SOUTHWEST UNIVERSITY

**BUS 280 3 Semester Hours**

## **SPECIAL TOPICS IN BUSINESS ADMINISTRATION**

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

**BUS 310 3 Semester Hours**

## **BUILDING CUSTOMER SERVICE**

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

**BUS 320 3 Semester Hours**

## **INFORMATION AND RECORDS MANAGEMENT**

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

**MGT 330 3 Semester Hours**

## **STRATEGIC RETAIL MANAGEMENT**

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

**MKT 335 3 semester Hours**

## **PRINCIPLES OF SELLING**

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

**MGT 340 3 Semester Hours**

## **MANAGEMENT**

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

**BUS 345 3 Semester Hours**

## **BUSINESS ETHICS**

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

**HR 348 3 Semester Hours**

## **HUMAN RELATIONS AT WORK**

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

**BUS 350 3 Semester Hours**

## **PUBLIC RELATIONS**

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

**FIN 355 3 Semester Hours**

## **BUSINESS FINANCE**

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

**MKT 358 3 Semester Hours**

## **PROMOTIONAL MARKETING**

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

**INT 360 3 Semester Hours**

## **INTERNATIONAL BUSINESS**

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

**MGT 365 3 Semester Hours**  
**RISK MANAGEMENT**

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

**HRM 370 3 Semester Hours**  
**HR: ISSUES, DECISION MAKING AND CHALLENGES**

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

**BUS 380 3 Semester Hours**  
**SPECIAL TOPICS IN BUSINESS ADMINISTRATION**

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

**FIN 425 3 Semester Hours**  
**INVESTMENT MANAGEMENT**

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

**INT 430 3 Semester Hours**  
**GLOBAL MARKETING**

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

**ORG 435 3 Semester Hours**  
**ORGANIZATIONAL BEHAVIOR STRUCTURE AND PROCESSES**

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

**HRM 440 3 Semester Hours**  
**TRAINING STRATEGIES AND PRACTICES**

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

**BUS 445 3 Semester Hours**  
**LEADERSHIP IN ORGANIZATIONS**

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

**INT 448 3 Semester Hours**  
**GLOBAL HUMAN RESOURCE MANAGEMENT**

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

**MGT 450 3 Semester Hours**  
**SUPERVISORY MANAGEMENT**

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

**MGT 452 3 Semester Hours**  
**SALES MANAGEMENT**

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

**INT 454 3 Semester Hours**  
**INTERNATIONAL ORGANIZATIONAL BEHAVIOR**

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

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# SOUTHWEST UNIVERSITY

**BUS 456 3 Semester Hours****E-COMMERCE**

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

**BUS 460 3 Semester Hours****ENTREPRENEURIAL  
MANAGEMENT**

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

**INT 462 3 Semester Hours****LABOR RELATIONS AND  
COLLECTIVE BARGAINING**

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

**INT 465 3 Semester Hours****INTERNATIONAL MANAGEMENT**

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

**MKT 470 3 Semester Hours****CONSUMER PURCHASING AND  
BEHAVIOR**

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

**HRM 472 3 Semester Hours****STRATEGIC COMPENSATION**

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

**HRM 475 3 Semester Hours****STAFFING PROCESSES AND  
STRATEGIES**

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

**BUS 478 3 Semester Hours****STRATEGIC MANAGEMENT AND  
POLICY**

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

**BUS 480 3 Semester Hours****SPECIAL TOPICS IN BUSINESS  
ADMINISTRATION**

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

**BACHELOR OF SCIENCE IN  
BUSINESS ADMINISTRATION  
HUMAN RESOURCE  
MANAGEMENT**

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

**OBJECTIVES**

**General Education Objectives:**  
Refer to page 18.

**BSBA General Degree Objectives:**  
Refer to page 31-32.

**BSBA HUMAN RESOURCE  
MANAGEMENT**

**Objectives:**

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

- ◆ Discuss the changing nature of human resource management.
- ◆ Identify compensation strategies and practices.
- ◆ Define employee benefits.
- ◆ Discuss organized labor and its challenges.
- ◆ Discuss staffing and training.
- ◆ Discuss administrative labor relation issues.

- ◆ Outline issues in training and development.
- ◆ Discuss individual and group behavior.
- ◆ Identify global human resource issues.

**DEGREE REQUIREMENT**

**BSBA HUMAN RESOURCE  
MANAGEMENT**

120 Semester Hours

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

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

Requirements include:

General Education Courses:  
30 semester hours

Core Discipline Courses:  
30 semester hours

Major Concentration:  
18 semester hours

Elective Courses:  
42 semester hours

Refer to:  
Academic Information, page 13.

**GENERAL EDUCATION  
REQUIRED COURSES**

Refer to: Academic Information,  
page 11.

**HUMAN RESOURCE  
MANAGEMENT**

**CORE COURSES**

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

**HUMAN RESOURCE  
MANAGEMENT**

**REQUIRED COURSES**

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

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# SOUTHWEST UNIVERSITY

## HUMAN RESOURCE MANAGEMENT

### ELECTIVE COURSES

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

BACHELOR OF SCIENCE IN  
BUSINESS ADMINISTRATION

INTERNATIONAL BUSINESS

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

OBJECTIVES

**General Education Objectives:**

Refer to page 18.

**BSBA General Degree Objectives:**

Refer to page 31-32.

**BSBA INTERNATIONAL  
BUSINESS Objectives:**

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

- ◆ Demonstrate an understanding of global business.
- ◆ Explain the different types of planning and strategies international companies employ.
- ◆ Analyze global operations.
- ◆ Design global marketing programs.
- ◆ Define diversity and explain how organizations manage diversity.
- ◆ Discuss organizational commitment and implications for managers.

- ◆ Discuss global human resource issues.
- ◆ Develop an understanding of the environmental foundation of international management.
- ◆ Describe the traits, motives and characteristics of leaders.
- ◆ Explain power and politics in leadership.

DEGREE REQUIREMENT  
BSBA  
INTERNATIONAL BUSINESS

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

● Requirements include:

General Education Courses:  
30 semester hours

Core Discipline Courses:  
30 semester hours

Major Concentration:  
18 semester hours

Elective Courses:  
42 semester hours

Refer to:  
Academic Information, page 13.

GENERAL EDUCATION  
REQUIRED COURSES

Refer to: Academic Information,  
page 11.

INTERNATIONAL BUSINESS

CORE COURSES

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

INTERNATIONAL BUSINESS

REQUIRED COURSES

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

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# SOUTHWEST UNIVERSITY

## INTERNATIONAL BUSINESS

### ELECTIVE COURSES

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

### LEADERSHIP AND MANAGEMENT

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

#### OBJECTIVES

##### **General Education Objectives:**

Refer to page 18.

##### **BSBA General Degree Objectives:**

Refer to page 31-32.

##### **BSBA LEADERSHIP AND MANAGEMENT Objectives:**

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

- ◆ Demonstrate an understanding of the nature and importance of leadership.
- ◆ Describe leadership attitudes and styles.
- ◆ Explain leadership skills that are necessary for successful supervision.
- ◆ Discuss the techniques of behavioral management.
- ◆ Demonstrate an understanding of the key conceptual framework areas in the field: communication, management, ethics, law and research.

- ◆ Identify individual behavior within organizations.
- ◆ Demonstrate an understanding of the structure and design of organizations.
- ◆ Discuss management challenges.
- ◆ Explain the principles of planning.
- ◆ Develop an understanding of strategic management concepts and theories.
- ◆ Analyze and evaluate the performance of the people responsible for strategic decisions.

#### DEGREE REQUIREMENT BSBA LEADERSHIP AND MANAGEMENT

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

Refer to:

Academic Information, page 13.

#### GENERAL EDUCATION REQUIRED COURSES

Refer to: Academic Information,  
page 11.

## LEADERSHIP AND MANAGEMENT

### REQUIRED CORE COURSES

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

### LEADERSHIP AND MANAGEMENT

#### REQUIRED COURSES

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

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# SOUTHWEST UNIVERSITY

## LEADERSHIP AND MANAGEMENT

### ELECTIVE COURSES

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

### MANAGEMENT

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

### OBJECTIVES

#### General Education Objectives:

Refer to page 18.

#### BSBA Degree Objectives:

Refer to page 31-32.

#### BSBA MANAGEMENT Objectives:

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

- ◆ Explain the importance of management to society and individuals.
- ◆ Explain the principles of planning.
- ◆ Discuss the techniques of behavioral management.
- ◆ Discuss the leadership skills that are necessary for successful supervision.
- ◆ Summarize the important role that all supervisors play in the staffing process.
- ◆ Address important operating issues relevant to the running of day-to-day activities of a venture.

- ◆ Discuss important topics of planning for business growth and development.
- ◆ Describe the role of culture.
- ◆ Develop an understanding of strategic management concepts and theories.
- ◆ Analyze and evaluate the performance of the people responsible for strategic decisions.
- ◆ Develop an understanding of the environmental foundation of international management.

### DEGREE REQUIREMENT BSBA MANAGEMENT

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

Refer to:  
Academic Information, page 13.

### GENERAL EDUCATION REQUIRED COURSES

Refer to: Academic Information,  
page 11.

### MANAGEMENT

#### REQUIRED CORE COURSES

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

### MANAGEMENT

#### REQUIRED COURSES

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

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# SOUTHWEST UNIVERSITY

## MANAGEMENT

### ELECTIVE COURSES

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

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

### MARKETING

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

### OBJECTIVES

#### General Education Objectives:

Refer to page 18.

#### BSBA General Degree Objectives:

Refer to page 31-32.

### BSBA MARKETING

#### Objectives:

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

- ◆ Develop and implement a product strategy.
- ◆ Explain buyer behavior.
- ◆ Explain how advertising works and its planning and strategy.
- ◆ Describe the various advertising medias.
- ◆ Develop global marketing strategies.
- ◆ Discuss organizing, staffing and training a sales force.
- ◆ Evaluate sales performance.

- ◆ Describe Internet retailing.
- ◆ Identify consumers and subcultures.
- ◆ Explain how social class and sub-cultures affect purchase decisions.
- ◆ Develop strategies to enhance customer relationship skills.

### DEGREE REQUIREMENT BSBA MARKETING

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

General Education Courses:  
30 semester hours

Core Discipline Courses:  
30 semester hours

Major Concentration:  
18 semester hours

Elective Courses:  
42 semester hours

Refer to:  
Academic Information, page 13.

### GENERAL EDUCATION REQUIRED COURSES

Refer to: Academic Information,  
page 11.

## MARKETING

### CORE COURSES

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

### MARKETING

### REQUIRED COURSES

MKT 335	Principles of Selling
MKT 358	Promotional Marketing
INT 430	Global Marketing
MGT 452	Sales Management
BUS 456	E-Commerce
MKT 470	Consumer Purchasing and Behavior

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# SOUTHWEST UNIVERSITY

## MARKETING

### ELECTIVE COURSES

CIS 205	Basic Communication Technologies	FIN 425	Investment Management
BUS 214	Public Speaking	ORG 435	Organizational Behavior Structure and Processes
HR 225	Principles of Human Relations	HRM 440	Training Strategies and Practices
BUS 237	Leadership	BUS 445	Leadership in Organizations
SOC 241	Race and Ethnic Relations	INT 448	Global Human Resource Management
MGT 243	Administrative Office Management	MGT 450	Supervisory Management
BUS 280	Special Topics in Business Administration	INT 454	International Organizational Behavior
BUS 310	Building Customer Service	BUS 460	Entrepreneurial Management
BUS 320	Information and Records Management	HRM 462	Labor Relations and Collective Bargaining
MGT 330	Strategic Retail Management	INT 465	International Management
MGT 340	Management	HRM 472	Strategic Compensation
BUS 345	Business Ethics	HRM 475	Staffing Processes and Strategies
HR 348	Human Relations at Work	BUS 478	Strategic Management and Policy
BUS 350	Public Relations	BUS 480	Special Topics in Business Administration
FIN 355	Business Finance		
INT 360	International Business		
MGT 365	Risk Management		
HRM 370	HR: Issues, Decision Making and Challenges		
BUS 380	Special Topics in Business Administration		

## BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

### ORGANIZATIONAL MANAGEMENT

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

#### OBJECTIVES

##### **General Education Objectives:**

Refer to page 18.

##### **BSBA General Degree Objectives:**

Refer to page 31-32.

##### **BSBA ORGANIZATIONAL MANAGEMENT Objectives:**

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

- ◆ Discuss the techniques of behavioral management.
- ◆ Provide an example of the four levels of training evaluation.
- ◆ Identify compensation strategies and practices.
- ◆ Discuss diversity, equal employment and affirmative action.
- ◆ Explain how groups influence interpersonal behavior within organizations.
- ◆ Identify characteristics common to all organizations—behavior, structure and processes.
- ◆ Describe leadership development, cultural diversity and fellowship.

- ◆ Describe traits, motives and characteristics of leaders.
- ◆ Explain why planning and organizing skills are important for the successful supervisor.
- ◆ Develop analytical and decision-making skills for dealing with complex conceptual problems in an ethical manner.
- ◆ Demonstrate an understanding of strategic management concepts and theories.
- ◆ Develop an understanding of the global economy.

#### DEGREE REQUIREMENT BSBA ORGANIZATIONAL MANAGEMENT

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

Refer to:  
Academic Information, page 13.

#### GENERAL EDUCATION REQUIRED COURSES

Refer to: Academic Information,  
page 11.

## ORGANIZATIONAL MANAGEMENT

### CORE COURSES

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

### ORGANIZATIONAL MANAGEMENT

#### REQUIRED COURSES

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

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# SOUTHWEST UNIVERSITY

## ORGANIZATIONAL MANAGEMENT

### ELECTIVE COURSES

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

## MASTER OF ARTS IN MANAGEMENT

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

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

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

Studies concentrate on the functional components of Management.

### OBJECTIVES

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

- Develop skills vital to problem solving and decision-making
- Analyze ethical issues, evaluate ideals, and incorporate these ideals into real-world situations
- Analyze management and leadership and explain its influence on personal and organizational effectiveness
- Examine, explain and apply systems of accounting to aid in both financial and managerial decision processes

- Provide an analysis of the effectiveness of high-performance management practices
- Survey trends which are affecting international business managers in the global environment
- Survey and outline critical human resource issues
- Build critical thinking skills which will assist others to adapt to organizational change demands
- Provide an analysis of the core concepts and analytical tools of strategic management
- Apply principles and objectives of marketing strategies to marketing problems and issues

### DEGREE REQUIREMENT

A Baccalaureate Degree in Business, Management or related fields.

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

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

### COURSES

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

# SOUTHWEST UNIVERSITY

## COURSE DESCRIPTIONS

### **MAM-605            3 Semester Hours**

#### **DEVELOPING MANAGEMENT COMPETENCIES**

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

### **MAM-628            3 Semester Hours**

#### **ACCOUNTING FOR BUSINESS SYSTEMS**

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

### **MKT-630            3 Semester Hours**

#### **MARKETING MANAGEMENT**

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

### **MBA-635            3 Semester Hours**

#### **BUSINESS ETHICS AND RESPONSIBILITIES**

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

### **MGT-637            3 Semester Hours**

#### **ORGANIZATIONAL BEHAVIOR MANAGEMENT**

This course is designed to study human behavior, attitudes and performance within an organizational setting. It focuses on theory, methods and principles of disciplines such as psychology, sociology and anthropology to learn about behavior and management within work settings. Analysis of the external environments effect on an organization and its human resources, missions, objectives and strategies are examined.

### **ORG-645            3 Semester Hours**

#### **ORGANIZATIONAL THEORY AND DESIGN**

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

### **MAM-648            3 Semester Hours**

#### **GLOBAL MANAGEMENT**

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

### **MGT 651            3 Semester Hours**

#### **MANAGEMENT AND LEADERSHIP**

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

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**MAM-665            3 Semester Hours**

**MANAGEMENT FOR QUALITY AND EXCELLENCE**

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

**MAM-668            3 Semester Hours**

**HUMAN RESOURCE MANAGEMENT FOR MANAGERS**

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

**MAM-674            3 Semester Hours**

**MANAGING CHANGE IN ORGANIZATIONS**

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

**MAM-676            3 Semester Hours**

**DESIGNING AND EXECUTING STRATEGY**

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

**MAM-682            3 Semester Hours**

**SPECIAL TOPICS IN MANAGEMENT**

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

# SOUTHWEST UNIVERSITY

## MASTER OF BUSINESS ADMINISTRATION

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

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

Studies concentrate on the functional components of business operations.

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Southwest University also offers two

### Master of Business Administration Degrees with concentrations:

#### MBA Management

#### MBA Organizational Management

See pages 56-57 for details.

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## OBJECTIVES

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

- Analyze and synthesize data.
- Develop skills vital to problem solving and decision making.
- Develop a thorough understanding of today's economic and social environment.

- Analyze ethical issues, evaluate ideals, and incorporate these ideals into real-world situations.
- Analyze the legal and political factors which influence business decisions.
- Apply principles and objectives of marketing strategies to marketing problems and issues.
- Provide an analysis of the management of finance and describe the basic techniques in financial analysis.
- Describe the issues and challenges of the human resource manager.
- Analyze management and leadership and explain its influence on personal and organizational effectiveness.
- Examine and explain systems of managerial accounting and control systems.

## DEGREE REQUIREMENT

A Baccalaureate Degree in Business, Management or related fields.

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

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

## COURSES

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

## COURSE DESCRIPTIONS

### **MGT-610** 3 Semester Hours

#### **INFORMATION MANAGEMENT IN BUSINESS**

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

### **ACC-620** 3 Semester Hours

#### **MANAGERIAL ACCOUNTING**

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

### **MKT-630** 3 Semester Hours

#### **MARKETING MANAGEMENT**

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

### **MBA-635** 3 Semester Hours

#### **BUSINESS ETHICS AND RESPONSIBILITIES**

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

### **MGT-637** 3 Semester Hours

#### **ORGANIZATIONAL BEHAVIOR MANAGEMENT**

This course is designed to study human behavior, attitudes and performance within an organizational setting. It focuses on theory, methods and principles of disciplines such as psychology, sociology and anthropology to learn about behavior and management within work settings. Analysis of the external environments effect on an organization and its human resources, missions, objectives and strategies are examined.

### **ECO-642** 3 Semester Hours

#### **MANAGERIAL ECONOMICS**

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

### **MGT-651** 3 Semester Hours

#### **MANAGEMENT AND LEADERSHIP**

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

### **FIN-655** 3 Semester Hours

#### **FINANCIAL MANAGEMENT**

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

### **HRM-657** 3 Semester Hours

#### **HUMAN RESOURCES STRATEGIC ISSUES**

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

### **MBA-670** 3 Semester Hours

#### **LEGAL ENVIRONMENT OF BUSINESS**

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

### **MGT-672** 3 Semester Hours

#### **STRATEGIC MANAGEMENT**

This course focuses on skill building in all the major areas of strategy formulation. The course offers three themes: global factors, information technology, and preserving the natural environment.

### **DSC-680** 3 Semester Hours

#### **MANAGERIAL DECISION PROCESSES**

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

### **MBA-682** 3 Semester Hours

#### **SPECIAL TOPICS IN BUSINESS**

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

# SOUTHWEST UNIVERSITY

## MASTER OF BUSINESS ADMINISTRATION MANAGEMENT

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

### OBJECTIVES

Master of Business Administration Objectives: Refer to page: 54

Master of Arts in Management Objectives: Refer to page: 51

### DEGREE REQUIREMENT

A Baccalaureate Degree in Business, Management or related fields.

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

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

## CORE COURSES

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

Refer to page 55 for the course descriptions.

## REQUIRED COURSES

### Select any four:

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

Refer to pages 52-53 for the course descriptions.

## MASTER OF BUSINESS ADMINISTRATION ORGANIZATIONAL MANAGEMENT

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

### OBJECTIVES

Master of Business Administration Objectives: Refer to page: 54

Master of Arts Organizational Management Objectives:  
Refer to page: 58.

### DEGREE REQUIREMENT

A Baccalaureate Degree in Business, Management or related fields.

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

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

## CORE COURSES

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

Refer to page 55 for the course descriptions.

## REQUIRED COURSES

### Select any four:

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

Refer to pages 52-53, 59-60 for the course descriptions.

# SOUTHWEST UNIVERSITY

## MASTER OF ARTS IN ORGANIZATIONAL MANAGEMENT

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

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

### OBJECTIVES

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

- Examine and apply methods and styles of leadership to private businesses, not-for-profit organizations, public agencies and industry.
- Outline and describe the important functions and role that human resource managers play.
- Apply current marketplace developments, strategies and techniques to marketing problems and issues.
- Analyze and explain how changing technologies are advantageous to an organization's growth.

- Evaluate theoretical advances in organizational theory and examine and define restructuring and downsizing and network structure.
- Explain the importance of achieving competitive advantage and developing skills to effectively manage the internal and external environment of human resources.
- Analyze and make decisions based on acquired knowledge.

### DEGREE REQUIREMENT

A Baccalaureate Degree in Business, Management or related fields.

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

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

### COURSES

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

## COURSE DESCRIPTIONS

### **MKT 630 3 Semester Hours**

#### **MARKETING MANAGEMENT**

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

### **ORG 637 3 Semester Hours**

#### **ORGANIZATIONAL BEHAVIOR MANAGEMENT**

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

### **HR 638 3 Semester Hours**

#### **ISSUES IN HUMAN RELATIONS**

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

### **ORG 645 3 Semester Hours**

#### **ORGANIZATIONAL THEORY AND DESIGN**

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

### **MGT 651 3 Semester Hours**

#### **MANAGEMENT AND LEADERSHIP**

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

### **FIN 655 3 Semester Hours**

#### **FINANCIAL MANAGEMENT**

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

### **HRM 657 3 Semester Hours**

#### **HUMAN RESOURCE STRATEGIC ISSUES**

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

### **MGT 659 3 Semester Hours**

#### **MANAGEMENT THE 21st CENTURY**

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

### **MGT 661 3 Semester Hours**

#### **SUPERVISION OF A DIVERSE WORKFORCE AND TEAMS**

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

### **HRM 663 3 Semester Hours**

#### **EFFECTIVE HUMAN RESOURCE MANAGEMENT**

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

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# SOUTHWEST UNIVERSITY

**MGT 672 3 Semester Hours**

## **STRATEGIC MANAGEMENT**

This course focuses on skill building in all the major areas of strategy formulation. The course offers three themes: global factors, information technology, and preserving the natural environment.

**DSC 680 3 Semester Hours**

## **MANAGERIAL DECISION PROCESSES**

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

**OM 682 3 Semester Hours**

## **SPECIAL TOPICS IN ORGANIZATIONAL MANAGEMENT**

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

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## SECOND SOUTHWEST UNIVERSITY GRADUATE DEGREE(S)

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

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

### COMBINED OBJECTIVES: BUSINESS AND CRIMINAL JUSTICE DEGREE PROGRAMS

The objectives of these programs are to:

- Broaden and strengthen managerial skills.
- Exemplify analytical skills.
- Address business problems.
- Implement solutions.
- Meet goals.
- Develop knowledge and competencies to assume leadership roles within the fields of business and criminal justice.

- Measure and analyze other systems of justice.
- Analyze theories of juvenile justice.
- Analyze methods of intelligence and apply these principles to hostage negotiations.
- Incorporate contemporary issues with theories of deviant behavior.
- Measure the evolution of correctional management theory.
- Demonstrate understanding of the principles in which criminal justice administration is based.
- Analyze the need to understand social causes of crime in order to reduce crime.

The second graduate degree programs available to Southwest University graduates follow on pages 62-65.

# SOUTHWEST UNIVERSITY

## First Graduate Degree Earned

### Master of Arts in Management

#### Second Degree

#### Master of Business Administration

Refer to page 54 for a list of the Master of Business Administration Objectives.

#### Second Degree Requirements:

Southwest University Master of Arts in Management Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

18 semester hours;

Students must complete all 18 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative grade point average of 3.0 or better.

#### REQUIRED COURSES

MGT-610 Information Management in Business

ECO-642 Managerial Economics

FIN-655 Financial Management

HRM-657 Human Resources Strategic Issues

MBA-670 Legal Environment of Business

DSC-680 Managerial Decision Processes

MBA-682 Special Topics in Business

Refer to page 55 for the course descriptions.

## First Graduate Degree Earned

### Master of Arts in Management

#### Second Degree

#### Master of Arts in Organizational Management

Refer to page 58 for a list of the Master of Arts in Organizational Management Objectives.

#### Second Degree Requirements:

Southwest University Master of Arts in Management Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

18 semester hours;

Students must complete all 18 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative grade point average of 3.0 or better.

#### REQUIRED COURSES

HR-638 Issues in Human Relations

FIN-655 Financial Management

MGT-659 Management The 21st Century

MGT-661 Supervision of a Diverse Workforce and Teams

HRM-663 Effective Human Resource Management

DSC-680 Managerial Decision Processes

OM-682 Special Topics in Organizational Management

Refer to pages 59-60 for the course descriptions.

## First Graduate Degree Earned

### Master of Arts in Management

#### Second Degree

#### Master of Science in Criminal Justice

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

#### Second Degree Requirements:

Southwest University Master of Arts in Management Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

21 semester hours;

Students must complete all 21 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative grade point average of 3.0 or better.

#### REQUIRED COURSES

CJ-612 Juvenile Justice

CJ-622 Comparative Criminal Justice Systems

CJ-630 Criminal Investigation Restructuring the Past

CJ-650 Deviant Behavior

CJ-660 Criminal Behavior

CJ-674 Negotiations: Crisis and Hostage

Select one of the following:

CJ-604 Justice Administration

CJ-640 Administration of Corrections

Refer to page 30 for the course descriptions.

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**First Graduate Degree Earned****Master of Business Administration****Second Degree****Master of Arts in Management**

Refer to page 51 for a list of the Master of Arts in Management Objectives.

**Second Degree Requirements:**

Southwest University Master of Business Administration Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

18 semester hours;

Students must complete all 18 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative grade point average of 3.0 or better.

**REQUIRED COURSES**

MAM-605 Developing Management Competencies

MAM-648 Global Management

MAM-665 Management for Quality and Excellence

MAM-668 Human Resource Management for Managers

MAM-674 Managing Change in Organizations

MAM-676 Designing and Executing Strategy

MAM-682 Special Topics in Management

Refer to pages 52-53 for the course descriptions.

**First Graduate Degree Earned****Master of Business Administration****Second Degree****Master of Arts in Organizational Management**

Refer to page 58 for a list of the Master of Arts in Organizational Management Objectives.

**Second Degree Requirements:**

Southwest University Master of Business Administration Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

18 semester hours;

Students must complete all 18 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative grade point average of 3.0 or better.

**REQUIRED COURSES**

HR-638 Issues in Human Relations

ORG-645 Organizational Theory and Design

MGT-659 Management The 21st Century

MGT-661 Supervision of a Diverse Workforce and Teams

HRM-663 Effective Human Resource Management

MAM-674 Managing Change in Organizations

OM-682 Special Topics in Organizational Management

Refer to pages 53, 59-60 for the course descriptions.

**First Graduate Degree Earned****Master of Business Administration****Second Degree****Master of Science in Criminal Justice**

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

**Second Degree Requirements:**

Southwest University Master of Business Administration Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

21 semester hours;

Students must complete all 21 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative grade point average of 3.0 or better.

**REQUIRED COURSES**

CJ-612 Juvenile Justice

CJ-622 Comparative Criminal Justice Systems

CJ-630 Criminal Investigation Restructuring the Past

CJ-650 Deviant Behavior

CJ-660 Criminal Behavior

CJ-674 Negotiations: Crisis and Hostage

Select one of the following:

CJ-604 Justice Administration

CJ-640 Administration of Corrections

Refer to page 30 for the course descriptions.

# SOUTHWEST UNIVERSITY

## First Graduate Degree Earned

### Master of Arts in Organizational Management

#### Second Degree

#### Master of Business Administration

Refer to page 54 for a list of the Master of Business Administration Objectives.

#### Second Degree Requirements:

Southwest University Master of Arts in Organizational Management Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

18 semester hours;

Students must complete all 18 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative grade point average of 3.0 or better.

#### REQUIRED COURSES

MGT-610 Information Management in Business

ACC-620 Managerial Accounting

MBA-635 Business Ethics and Responsibilities

ECO-642 Managerial Economics

MBA-670 Legal Environment of Business

MAM-674 Managing Change in Organizations

MBA-682 Special Topics in Business

Refer to pages 52-53, 55 for the course descriptions.

## First Graduate Degree Earned

### Master of Arts in Organizational Management

#### Second Degree

#### Master of Arts in Management

Refer to page 51 for a list of the Master of Arts in Management Objectives.

#### Second Degree Requirements:

Southwest University Master of Arts in Organizational Management Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

18 semester hours;

Students must complete all 18 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative grade point average of 3.0 or better.

#### REQUIRED COURSES

MAM-628 Accounting for Business Systems

MBA-635 Business Ethics and Responsibilities

MAM-648 Global Management

MAM-665 Management for Quality and Excellence

MAM-674 Managing Change in Organizations

MAM-676 Designing and Executing Strategy

MAM-682 Special Topics in Management

Refer to pages 52-53 for the course descriptions.

## First Graduate Degree Earned

### Master of Arts in Organizational Management

#### Second Degree

#### Master of Science in Criminal Justice

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

#### Second Degree Requirements:

Southwest University Master of Business Administration Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

21 semester hours;

Students must complete all 21 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative grade point average of 3.0 or better.

#### REQUIRED COURSES

CJ-612 Juvenile Justice

CJ-622 Comparative Criminal Justice Systems

CJ-630 Criminal Investigation Restructuring the Past

CJ-650 Deviant Behavior

CJ-660 Criminal Behavior

CJ-674 Negotiations: Crisis and Hostage

Select one of the following:

CJ-604 Justice Administration

CJ-640 Administration of Corrections

Refer to page 30 for the course descriptions.

**First Graduate Degree Earned**

**Master of Science in  
Criminal Justice**

**Second Degree**

**Master of Arts in  
Management**

Refer to page 51 for a list of the Master of Arts in Management Objectives.

**Second Degree Requirements:**

Southwest University Master of Science in Criminal Justice Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

21 semester hours;

Students must complete all 21 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative G.P.A. of 3.0 or better.

**REQUIRED COURSES**

MBA-635 Business Ethics and Responsibilities

MGT-651 Management and Leadership

MAM-665 Management for Quality and Excellence

MAM-668 Human Resource Management for Managers

MAM-674 Managing Change in Organizations

MAM-676 Designing and Executing Strategy

Select one of the following:

MAM-605 Developing Management Competencies

MAM-628 Accounting for Business Systems

MKT-630 Marketing Management

Refer to pages 52-53 and 55 for course descriptions.

**First Graduate Degree Earned**

**Master of Science in  
Criminal Justice**

**Second Degree**

**Master of  
Business Administration**

Refer to page 54 for a list of the Master of Business Administration Objectives.

**Second Degree Requirements:**

Southwest University Master of Science in Criminal Justice Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

21 semester hours;

Students must complete all 21 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative G.P.A. of 3.0 or better.

**REQUIRED COURSES**

ACC-620 Managerial Accounting

MBA-635 Business Ethics and Responsibilities

ECO-642 Managerial Economics

FIN-655 Financial Management

MGT-672 Strategic Management

DSC-680 Managerial Decision Processes

Select one of the following:

MAM-605 Developing Management Competencies

MGT-610 Information Management in Business

MKT-630 Marketing Management

Refer to page 55 for course descriptions.

**First Graduate Degree Earned**

**Master of Science in  
Criminal Justice**

**Second Degree**

**Master of Arts in  
Organizational Management**

Refer to page 58 for a list of the Master of Arts in Organizational Management Objectives.

**Second Degree Requirements:**

Southwest University Master of Science in Criminal Justice Degree

Complete all the requirements of the first graduate degree;

Receive the first graduate degree;

21 semester hours;

Students must complete all 21 semester hours;

Two graduate degrees may not be awarded simultaneously.

Cumulative G.P.A. of 3.0 or better.

**REQUIRED COURSES**

HR-638 Issues in Human Relations

FIN-655 Financial Management

MGT-661 Supervision of a Diverse Workforce and Teams

HRM-663 Effective Human Resource Management

MGT-672 Strategic Management

DSC-680 Managerial Decision Processes

Select one of the following:

MAM-605 Developing Management Competencies

MKT-630 Marketing Management

MGT-651 Management and Leadership

Refer to pages 59-60 for course descriptions.

# SOUTHWEST UNIVERSITY

## UNDERGRADUATE AND GRADUATE CERTIFICATE PROGRAMS IN BUSINESS AND CRIMINAL JUSTICE

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

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

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

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

### UNDERGRADUATE CERTIFICATE PROGRAMS

HUMAN RESOURCE  
MANAGEMENT

INTERNATIONAL BUSINESS

LEADERSHIP AND  
MANAGEMENT

MANAGEMENT

MARKETING

ORGANIZATIONAL  
MANAGEMENT

CRIMINAL JUSTICE:

INTRODUCTORY

ADVANCED

### GRADUATE CERTIFICATE PROGRAMS

BUSINESS ADMINISTRATION

LEADERSHIP AND  
MANAGEMENT

MANAGEMENT

ORGANIZATIONAL  
MANAGEMENT

CRIMINAL JUSTICE

#### OBJECTIVES

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

- ◆ Manage information more effectively.
- ◆ Meet new challenges.
- ◆ Solve problems across the organization.
- ◆ Enhance administrative and leadership skills.
- ◆ Demonstrate skills in decision-making.
- ◆ Explain the issues and challenges of the human resource manager.
- ◆ Evaluate theoretical advances in organizational theory.
- ◆ Apply marketing strategies to marketing issues.
- ◆ Expand knowledge and develop new skills.
- ◆ Attain an increased level of responsibility.
- ◆ Identify administrative challenges and describe how these challenges are met.

- ◆ Address issues in police organizations and develop advanced leadership skills to handle issues/problems.
- ◆ Describe the system of justice used in the United States.
- ◆ Bolster your resume and confidence.
- ◆ Sustain business success.
- ◆ Bring relevant tools and competencies to your firm by drawing on your educational experience.

#### CERTIFICATE ENROLLMENT REQUIREMENTS

For **Undergraduate** programs:

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

For **Graduate** programs:

- An accredited Bachelors Degree.

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

#### COMPLETION REQUIREMENTS FOR UNDERGRADUATE CERTIFICATE PROGRAMS

Each certificate program requires:

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

Certificates will be awarded when:

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

## COMPLETION REQUIREMENTS FOR GRADUATE CERTIFICATE PROGRAMS

Each certificate program requires:

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

Certificates will be awarded when:

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

## ADMISSION PROCEDURES: CERTIFICATE PROGRAMS

All applicants must submit:

- The completed Application for Enrollment form
- **Undergraduate** students: submit a high school or GED transcript
- **Graduate** students: submit College/university transcripts. Student copies will be accepted with your application. Official transcripts sent directly from college/university(s) attended will be required within 60 days of enrollment.
- The application fee of \$50 (U.S. Dollars, non-refundable).

## ADMISSION REQUIREMENTS CERTIFICATE PROGRAMS

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

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

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

## TRANSFER CREDIT

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

## TRANSFER OF ACADEMIC CREDIT

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

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

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

## TRANSCRIPTS

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

## TIME REQUIREMENTS

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

## FINANCIAL INFORMATION

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

Tuition - \$750 per course,	
4 courses, 12 semester hours	\$3,000.
Application Fee	50.
Registration / Enrollment	200.
Certificate of Completion	125.
Transcript (optional)	10.

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

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

At the time of enrollment	\$1750.
Prior to the end of the 10th week	1500.
Prior to graduation	125.

Students utilizing Tuition Assistance / DANTEs: tuition is \$250 per semester hour, \$750 per course, textbooks and instructional materials are provided by SWU’s Book Grant.

Students utilizing VA benefits: tuition is \$250 per semester hour, \$750 per course. VA students are responsible for textbooks; instructional materials are provided by SWU’s Book Grant.

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

# SOUTHWEST UNIVERSITY

## UNDERGRADUATE BUSINESS CERTIFICATE PROGRAMS

### HUMAN RESOURCE MANAGEMENT

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

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

Course descriptions may be found on pages 37-38.

### INTERNATIONAL BUSINESS

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

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

Course descriptions may be found on pages 36-38.

## LEADERSHIP AND MANAGEMENT

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

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

Course descriptions may be found on pages 36-38.

## MANAGEMENT

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

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

Course descriptions may be found on pages 36-38.

## MARKETING

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

- MKT 335 Principles of Selling
- MKT 358 Promotional Marketing
- INT 430 Global Marketing
- MGT 452 Sales Management
- BUS 456 E-Commerce
- MKT 470 Consumer Purchasing and Behavior Management

Course descriptions may be found on pages 36-38.

## ORGANIZATIONAL MANAGEMENT

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

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

Course descriptions may be found on pages 36-38.

UNDERGRADUATE  
CRIMINAL JUSTICE

INTRODUCTORY  
CERTIFICATE

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

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

Course descriptions may be found on pages 25-26.

ADVANCED CERTIFICATE

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

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

Course descriptions may be found on pages 26-28.

GRADUATE BUSINESS  
CERTIFICATE PROGRAMS

BUSINESS ADMINISTRATION

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

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

Course descriptions may be found on pages 55.

LEADERSHIP AND  
MANAGEMENT

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

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

Course descriptions may be found on pages 55, 59-60.

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# SOUTHWEST UNIVERSITY

## MANAGEMENT

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

- MKT 630 Marketing Management
- MGT 637 Organizational Behavior Management
- MGT 651 Management and Leadership
- HRM 657 Human Resources Strategic Issues
- MGT 659 Management The 21st Century
- MGT 672 Strategic Management
- DSC 680 Managerial Decision Processes

Course descriptions may be found on pages 55, 59-60.

## ORGANIZATIONAL MANAGEMENT

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

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

Course descriptions may be found on pages 59-60.

## GRADUATE

### CRIMINAL JUSTICE CERTIFICATE PROGRAM

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

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

Course descriptions may be found on pages 29-30.

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## ADJUNCT FACULTY

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

### **Albrecht, Steven F.**

M.A. Webster University  
B.A. University of San Diego

### **Allen, Robert Harold**

J.D. University of Alabama  
School of Law

LL.M. *in taxation*

University of Alabama  
School of Law

B.S.B.A. Auburn University

### **Bouvin, David**

D.B.A. Argosy University  
M.B.A. Argosy University  
B.A. Roberts Wesleyan College

### **Brant, Thomas G.**

M.Ed. University of Nebraska  
B.S. Midland Lutheran College

### **Casey, Michael A.**

D.M. University of Phoenix  
Master U.S. Army War College  
M.P.A. Shippensburg University of Pennsylvania  
B.A. University of Notre Dame

### **Davis, Joseph A.**

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

### **Dereshiwsky, Mary I.**

Ph.D. University of Massachusetts  
at Amherst  
M.S. University of New Haven  
B.S. Southern Connecticut State  
University

### **Faust III, William B.**

J.D. Louisiana State University  
School of Law

### **Gibson, James E.**

Ph.D. Oklahoma State University  
J.D. Stetson University College  
of Law

M.S. Stanford University  
B.S. University of Akron

### **Graffeo, Thomas A.**

M.B.A. Webster University  
B.S. Embry-Riddle

### **Guillotte, Steven G.**

M.B.A. University of Phoenix  
B.S.B.A. University of Phoenix

### **Hangar, H.L. "Jack"**

M.A. University of Nebraska  
B.S. University of Wyoming  
B.G.S. Midland Lutheran College

### **Hays, David**

D.P.A. University of Phoenix  
M.A. Central Michigan University  
B.S. The University of the State of  
New York  
A.A.S. Thomas Nelson Community  
College

### **Huacuja, Robert Glen**

M.B.A. The University of  
Southern Mississippi  
B.S. University of Maryland  
University College

### **Infante, Albert L.**

Ed.D. Nova Southeastern  
University  
M.S. Nova Southeastern  
University  
B.S. Florida Atlantic University

### **LeVesque, Joseph J.**

D.B.A. Argosy University  
M.B.A. University of Dallas  
B.A. Our Lady of the Lake

### **McGivern, Michael H.**

Ph.D. Walden University  
M.S. Rensselaer Polytechnic  
University  
B.S. Central Connecticut State  
University

### **Neeld, Ronald L.**

Ph.D. Ohio State University  
M.A. University of Illinois  
B.A. University of New Orleans

### **Schultz, Deanne**

M.A. Pepperdine University  
B.S. University of Delaware

### **Simmons, Torrence P.**

M.S. Naval Postgraduate School  
B.S. Southern University

### **Tvorik, Stephen J.**

Ph.D. Walden University  
M.B.A. University of LaVerne  
M.A. New Mexico State  
University  
B.S.Ed. Ohio State University  
B.F.A. Ohio State University

### **Vega, Robert L.**

D.M. University of Phoenix  
M.B.A. Chaminade University  
of Honolulu  
M.A.M. University of Redlands  
B.S. Loma Linda University

### **Weathers, Robert A.**

Ph.D. Southwestern Baptist  
Theological Seminary  
MDIV Southwestern Baptist  
Theological Seminary  
B.S. Wingate College

### **Weber, Ellen**

Ph.D. University of British  
Columbia  
M.Ed. University of Victoria  
B.Ed. University of Alberta

### **Weiss, Marc Philip**

M.A. Mountain State University  
B.S. Mountain State University

### **Zuern, Glenn**

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

# SOUTHWEST UNIVERSITY

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