



CALIFORNIA SOUTHERN
U N I V E R S I T Y

Founded in 1978



University Catalog

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TABLE OF CONTENTS

1. GENERAL INFORMATION

ACCREDITATION AND APPROVALS	
History of California Southern University	6
California Bureau for Private Postsecondary Education	6
Distance Education and Training Council	6
Committee of Bar Examiners	6
Board of Psychology	6
Board of Behavioral Sciences	6
United States Department of Veterans Affairs	6

INTRODUCTION

Mission Statement	7
Goals	7
Objectives	7
Educational Outcomes	7
Distance Learning at CalSouthern	7

DEGREE PROGRAMS

School of Business	8
School of Behavioral Sciences	8
School of Law	8

NONDISCRIMINATION POLICY

8

ADMISSION REQUIREMENTS AND PROCEDURES

Getting Started	9
Completing the Application for Admission	9
Associate Degree	9
Bachelor's Degrees	9
Master's Degrees	10
Doctoral Degrees	10
Juris Doctor Degree	10
Post-Baccalaureate Certificate Programs	11
International Applicants	11
Applicants With Foreign Degrees	12

ELECTRONIC COMMUNICATION

12

COMPLETING THE REQUIRED COURSES

13

GRADUATION REQUIREMENTS AND PROCEDURES

Associate Degree	13
Bachelor's Degrees	13
Master's Degrees	14
Doctoral Degrees	14

LEARNING RESOURCES

14

LEARNER RESPONSIBILITY

14

2. UNDERGRADUATE GENERAL EDUCATION

Program Objectives and Outcomes	16
General Education Requirements	16
Rationale	18
Diversity Course List	18



3. SCHOOL OF BUSINESS

ASSOCIATE OF ARTS IN LIBERAL STUDIES (AA)	20
BACHELOR OF BUSINESS ADMINISTRATION (BBA)	21
BACHELOR OF SCIENCE IN APPLIED TECHNOLOGY (BSAT)	24
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE (BSCJ)	26
MASTER OF BUSINESS ADMINISTRATION (MBA)	28
DOCTOR OF BUSINESS ADMINISTRATION (DBA)	30
POST-BACCALAUREATE CERTIFICATE PROGRAM	32



4. SCHOOL OF BEHAVIORAL SCIENCES

BACHELOR OF ARTS IN PSYCHOLOGY (BA)	36
MASTER OF ARTS IN PSYCHOLOGY (MA)	38
MASTER OF SCIENCE IN PSYCHOLOGY (MS)	40
DOCTOR OF PSYCHOLOGY (PsyD)	43
POST-BACCALAUREATE CERTIFICATE PROGRAM	46



5. SCHOOL OF LAW

MASTER OF SCIENCE IN LAW (MSL)	50
JURIS DOCTOR (JD)	51
SCHOOL OF LAW POLICIES AND PROCEDURES	54



TABLE OF CONTENTS

6. COURSE DESCRIPTIONS

UNDERGRADUATE GENERAL EDUCATION COURSES	60
SCHOOL OF BUSINESS	
Undergraduate Course Descriptions	63
Graduate Course Descriptions	71
SCHOOL OF BEHAVIORAL SCIENCES	
Undergraduate Course Descriptions	77
Graduate Course Descriptions	78
SCHOOL OF LAW	
Master of Science in Law Course Descriptions	86
Juris Doctor Course Descriptions	87



8. ADMINISTRATION AND THE FACULTY

BOARD OF TRUSTEES	108
UNIVERSITY ADMINISTRATION	108
THE FACULTY	108



9. LOCATION AND CONTACT INFORMATION

Facilities	111
Contact Information	111
Office Hours	111
University Holidays	111
Copyright Information	111



7. ACADEMIC, ADMINISTRATIVE AND FINANCIAL POLICIES AND PROCEDURES

Academic Calendar	92
Academic Dismissal	92
Academic Integrity	92
Academic Probation	92
Agreement to Arbitrate	93
Attendance Policy	93
Change of Address	93
Code of Conduct	93
College Level Examination Program	94
Continuous Enrollment	94
Course Length and Completion	94
Course Numbering System	94
Course Request and Start Dates	94
Credits / Semester System	94
Cumulative Grade Point Average	94
Enrollment Date	94
Evaluation of Transfer Credit	95
Extensions	95
Financial Responsibility	95
Grading Policies and Procedures	95
Grading System	95
Housing	96
International Learners	96
Job Placement Assistance	96
Learner's Advisement	96
Learner Identification Card	96
Learner Interaction	96
Learner Orientation	96
Learner Records	96
Learner's Rights to Appeal a Grade	96
Learner's Rights to Appeal Academic Probation or Dismissal	97
Learner's Right to Drop a Course	97
Learner's Rights and Grievance Procedure	97
Leave of Absence	97
Library	98
Licensing and Credentials	98
Military Deployment	98
Minimum Passing Grade and Repeated Courses	98
Notice of Learners Rights Under FERPA	98
Procedure for Online Distance Learning	99
Proctored Exams	99
Program Length	99
Refund Policy	99
Reinstatement	101
Satisfactory Academic Progress	101
Sexual Harassment	101
Standards of Progress	101
Tax Deductions for Education Expenses	101
Textbooks and Instructional Material	101
Transcripts	101
Transferability of Credits and Degrees Earned	101
Tuition and Fees	102
State of California Student Tuition Recovery Fund	102
Tuition, Fees and Payment Options	102
Additional Disclosures	106



A MESSAGE FROM THE PRESIDENT

Welcome to California Southern University. We are committed to being the school of choice for professionals worldwide who are seeking the very best in online education, while maintaining our commitment to making our courses and programs accessible and affordable to those with busy schedules and tight budgets.

Our primary focus is to provide our Learners with the essentials of a traditional higher learning institution, while utilizing the many technological advantages that are unique to online education. One of the trademarks of CalSouthern is our history of personalized attention and prompt service to our Learners.

We pride ourselves on the level of accessibility of both the faculty and professional staff to our Learners. Our experienced faculty strive to motivate Learners in the online learning environment to always achieve their highest potential.

We know that our high academic standards and excellent service are reflected in our Learners' success and as such we will continue to maintain the high standards that have always set us apart.

A handwritten signature in black ink, appearing to read "Carol Ryan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Carol Ryan, PhD
President
California Southern University

1. GENERAL INFORMATION



ACCREDITATION AND APPROVALS	
History of California Southern University	6
California Bureau for Private Postsecondary Education	6
Distance Education and Training Council	6
Committee of Bar Examiners	6
Board of Psychology	6
Board of Behavioral Sciences	6
United States Department of Veterans Affairs	6
Department of Defense	6
INTRODUCTION	
Mission Statement	7
Goals	7
Objectives	7
Educational Outcomes	7
Your Distance Degree Program	7
DEGREE PROGRAMS	
School of Business	8
School of Behavioral Sciences	8
School of Law	8
NONDISCRIMINATION POLICY	8
ADMISSION REQUIREMENTS AND PROCEDURES	
Getting Started	9
Completing the Application for Admission	9
Associate Degree	9
Bachelor's Degrees	10
Master's Degrees	10
Doctoral Degrees	10
Juris Doctor Degree	11
Post-Baccalaureate Certificate Programs	11
International Applicants	11
Applicants With Foreign Degrees	12
ELECTRONIC COMMUNICATION	12
COMPLETING THE REQUIRED COURSES	13
GRADUATION REQUIREMENTS AND PROCEDURES	13
LEARNING RESOURCES	14
LEARNER RESPONSIBILITY	14





ACCREDITATION AND APPROVALS

History of California Southern University

The University was incorporated in the State of California in 1978 as Southern California University for Professional Studies. In 2007 the University changed its name to California Southern University. From initial offerings at the associate degree level, the University expanded to bachelor's, master's, and doctoral degrees delivered entirely through distance learning methodologies. Learners are enrolled worldwide pursuing degrees in business, law, and behavioral sciences.

California Bureau for Private Postsecondary Education

California Southern University is a private university approved to operate by the California Bureau for Private Postsecondary Education. The University was founded in 1978, originally under the name Southern California University for Professional Studies, and has been continuously approved by the State of California to offer undergraduate and graduate level degrees.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
Sacramento, CA 95798-0818

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Distance Education and Training Council

California Southern University is accredited by the Accrediting Commission of the Distance Education and Training Council. The Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation.

Distance Education and Training Council



1601 18th Street, NW, Suite 2
Washington D.C. 20009
Tel: 202-234-5100
Fax: 202-332-1386
Email: detc@detc.org
Web: www.detc.org

Committee of Bar Examiners

The Committee of Bar Examiners (CBE) of the State Bar of California has authorized registration of the School of Law as an unaccredited correspondence law school, which enables graduates who have complied with Title 4, Division 1 of the *Rules of the State Bar of California (Admissions Rules)* to sit for the California Bar Examination.

Board of Psychology

The Board of Psychology of the State of California accepts California Southern University's Doctor of Psychology (PsyD) degree as meeting the educational requirements for licensure as a psychologist in California. Persons interested in licensure are advised to contact the Board of Psychology in Sacramento, California to determine what other requirements may exist for licensure.

Board of Behavioral Sciences

The Board of Behavioral Sciences in the State of California accepts California Southern University's Master of Arts in Psychology (MA) degree as meeting the educational requirements for licensure as a Marriage and Family Therapist (MFT) in California as well as for licensure as a Licensed Professional Clinical Counselor (LPCC) in California. Persons interested in licensure are advised to contact the Board of Behavioral Sciences in Sacramento, California to obtain a complete listing of all requirements for licensure.

United States Department of Veterans Affairs

California Southern University is approved by the United States Department of Veterans Affairs (DVA) to offer its programs to veterans who qualify for educational benefits under the DVA Chapter 31 Vocational Rehabilitation Benefits program as well as for veterans who qualify for Chapters 30, 33, 35, 1606/1607 and MyCAA. Chapter 31 Vocational Rehabilitation Benefits are applicable to our associate, bachelor's and master's degree programs. Veterans who believe they may qualify for Chapter 31 benefits should contact their VA office for details. The California Southern University Facility Code is 21900605.

Department of Defense

California Southern University is a Department of Defense (D.O.D.) approved institution and accepts tuition assistance benefits.



INTRODUCTION

Mission Statement

The mission of California Southern University is to provide high quality undergraduate and graduate degrees and educational programs to adult Learners throughout the world using distance learning methodologies. The University is dedicated to providing a rich and dynamic educational experience to those who choose the freedom and flexibility of distance learning to satisfy their educational and professional goals. The University is committed to cultivating an environment of academic integrity while stimulating intellectual curiosity through a respectful exchange of ideas with Faculty Mentors and fellow Learners.

Goals

- Provide degree programs that combine traditional modes of education in an online format to enable Learners to meet their academic, professional, and personal goals.
- Provide quality instruction for the development of essential skills in the areas of behavioral science, business, and law.
- Maintain flexibility in the delivery of programs to meet the needs of the University's Learner population.
- Foster an awareness of and respect for diversity by maintaining an atmosphere of respect and acceptance for the diverse world in which our Learners live and work.
- Build an institutional culture characterized by candor, transparency, and best professional practices.
- Demonstrate adherence to ethical standards while providing academic support and intellectual freedom.

Objectives

California Southern University fulfills its mission and goals by:

- Delivering instruction through distance learning methodologies by monitoring, evaluating and reporting the Learner's academic progress through a faculty mentoring relationship for each course.
- Providing Learners the opportunity to understand facts and ideas, to think analytically, and to reason and express conclusions clearly.
- Promoting intellectual inquiry that enhances the cultural, social, and professional development of the Learner.
- Broadening the scope and depth of knowledge in the various fields of study.
- Providing an opportunity for personal enrichment.
- Providing education in fields where a demonstrated need has been identified.

Educational Outcomes

During the course of study at California Southern University, each Learner is expected to:

- Demonstrate mastery of the specific subject matter in the Learner's area of study.
- Access, evaluate, and utilize information accurately and appropriately.
- Integrate knowledge and principles of the specific area of study for use in a practical/professional setting.
- Communicate facts and ideas clearly and express well-reasoned conclusions.
- Conduct research utilizing a variety of resources and media.
- Demonstrate organizational and time-management skills through fulfillment of course and degree requirements.

Distance Learning at CalSouthern

California Southern University offers undergraduate and graduate degree programs for adult Learners in the fields of business, behavioral sciences and law in an online format. Our programs consist of four key components: **Distance Learning, Active Self Learning, Faculty Mentoring and Learner Services.**

Distance Learning at California Southern University is delivered over the Internet where the Learner and the Faculty Mentor are not located in the same place. Learning is largely asynchronous, meaning that while working within the semester time frame, the Learner decides when to access and complete required weekly assignments. With no classroom attendance required, your work and home life remain intact.

The principle of **Active Self Learning** is that the Learner participates in creating their own learning process. Active Self Learning recognizes that adult Learners have different learning needs and styles. It emphasizes learning that is meaningful, where individuals are involved in and enjoy the learning process, and where individuals acquire knowledge not just for its own sake but to solve problems and to better understand and benefit their own lives and the global community. Active Self Learning does indeed require maturity and self-motivation, but the benefits last a lifetime.

Faculty Mentors provide support to the Learner in the Active Self Learning process. Mentors guide and stimulate the learning process through one-on-one online communication by answering questions and evaluating the individual Learner's work. Mentors recognize individual learning styles and needs, encourage contact, and emphasize the relevance of the material to the individual's real life situation.

In addition to course instruction, the University provides a variety of other **Learner Services.**

Online Learners access all of their course material and Learner services through the **CalSouthern Learning Center.**



Learners must provide their own computer access. Upon first registration, Learners receive a unique log-in and instructions for accessing a variety of materials for each course, including a course outline and detailed syllabus and study guide, a list of textbooks and other resources for the course, and information on how to contact the Faculty Mentor assigned to the course.

The *CalSouthern Library*, directed by an American Library Association (ALA) accredited University Librarian, services the library research needs of the Learners. A description of library services is described in the Academic, Administrative, Financial Policies section of the Catalog, and the resources are accessed through the CalSouthern Learning Center.

Academic Advisors guide the Learners through their chosen program of study by approving course registrations, answering questions about the academic programs and assisting Learners with their course progress and degree plans.

Learner Accounts manages tuition and fee billings and answers questions Learners have about their payment processing and account balance.

The *Registrar* processes student records including course registrations, recording grades, issuing transcripts and approving Learners to graduate.

The *Director of Clinical Training* approves Clinical Training placements and related documents. The Director also facilitates a Live Online Web Conference in which Learners may discuss their cases and clinical concerns.

The *Military Programs Administrator* provides guidance about financial benefits available for veterans and active duty military and serves as the School Certifying Official for veterans' benefits.

The University provides *Disability Services* by offering reasonable accommodations to qualified disabled Learners in all university programs and activities.

Technical Support provides computer and website technical assistance to online Learners.

DEGREE PROGRAMS AT CALIFORNIA SOUTHERN UNIVERSITY

California Southern University is structured into three Schools that offer the following degrees:

School of Business

- Associate of Arts in Liberal Studies (AALS)
- Bachelor of Business Administration (BBA)
- Bachelor of Science in Applied Technology (BSAT)
- Bachelor of Science in Criminal Justice (BSCJ)
- Master of Business Administration (MBA)
- Doctor of Business Administration (DBA)

School of Behavioral Sciences

- Bachelor of Arts in Psychology (BA)
- Master of Arts in Psychology (MA)
- Master of Science in Psychology (MS)
- Doctor of Psychology (PsyD)

School of Law

- Juris Doctor (JD)
- Master of Science in Law (MSL)

The Academic, Administrative, and Financial Policies and Procedures sections of the University Catalog apply to all Schools within the University.

Each School also has additional policies and procedures that pertain only to its programs. Please refer to the section in this catalog for each academic program for full information on policies and procedures.

NONDISCRIMINATION POLICY

California Southern University welcomes all adult Learners and does not discriminate on the basis of race, color, ancestry, age, marital status, political affiliation, sexual orientation, veteran status, national origin, religion, handicap or sex in any of the policies, practices, or procedures involving applicants, Learners, faculty, employees, and the public. Please note however, California Southern University reserves the right to refuse admission to anyone the University believes does not meet the academic standards for admission.

California Southern University is committed to equal opportunity and challenge for all academically qualified Learners and does not discriminate on the basis of disability. Accommodations are available to encourage Learners with disabilities to take full advantage of the University's educational opportunities. All applicants or Learners seeking assistance or specific accommodations must disclose the presence of a disability and provide documentation of disability no later than thirty days prior to their course start date.

To file a complaint, Learners should contact the University's Chief Operating Officer by email or telephone.





ADMISSION REQUIREMENTS AND PROCEDURES

California Southern University offers associate, bachelor's, master's, doctoral and Juris Doctor degrees in programs designed to meet the needs of adult Learners. Meeting the admission requirements is an indicator that a Learner is qualified to enter and complete the degree program. However, California Southern University emphasizes that success in completing degree requirements is dependent on a Learner's commitment to the educational process.

California Southern University may accept semester credits in transfer toward degree programs for coursework completed at appropriately accredited postsecondary institutions. Appropriately accredited postsecondary institutions are defined as those accredited by an accrediting agency recognized by the United States Department of Education, or by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) or, for non-United States institutions, an educational institution approved by an equivalent authority.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

Getting Started

The Application for Admission is available on the California Southern University website. Official transcripts from previously attended high schools, technical colleges, colleges and universities must also be submitted at the time of application. To be official, a transcript must be sent directly from the Registrar at previously attended institutions to the Office of the Registrar at California Southern University. Only official transcripts will be evaluated. The application fee must be received before the application will be evaluated. When the applicant is accepted, a Degree Plan will be prepared listing the academic requirements that must be satisfied.

International Transcripts – It is the applicant's responsibility to have their foreign transcripts evaluated for course equivalency by an agency approved by California Southern University. The approved evaluation agency must use official transcripts.

The original evaluation, in English, must be sent by the evaluation agency directly to the Office of Admissions at California Southern University.

An English translation of the transcript must also accompany the official transcript if it is not already in English.

Application and Enrollment Process

Prospective Learners must apply to the Office of Admissions for acceptance by submitting the Application for Admission, which includes:

- The Application for Admission.
- Official transcripts from previously attended educational institutions, military training and for CLEP results (if applicable).
- A Personal Statement (JD applicants only).
- A copy of the certified DD-214 or 5454R Military Evaluation (if applicable).
- An official international transcript evaluation and evidence of English proficiency (if applicable).
- The application fee.

Upon receipt of the completed Application for Admission, California Southern University evaluates the applicant's academic preparation for the desired degree program. Program requirements and tuition payment options are specified on an Enrollment Agreement for accepted applicants. The prospective Learner is notified by e-mail and by a telephone call to review the degree plan and to access and electronically sign the Enrollment Agreement and disclosures online. As part of finalizing the enrollment, the prospective Learner is responsible for providing a copy of a government-issued photo identification which becomes part of the Learner's record.

After the Enrollment Agreement is approved by the University, an Academic Advisor is assigned to guide the Learner through the chosen program of study. California Southern University assigns a Faculty Mentor for each course and the Learner is then able to access the syllabus and Study Guide online as well as other necessary course materials. Additional instructions, communications, questions and answers concerning the course are handled directly between the Learner and Faculty Mentor through the *CalSouthern Learning Center*. Upon completing all the course requirements, the Learner will receive a course grade.

Upon completing all the course requirements, the Learner will receive a course grade.

When all academic, financial and administrative requirements are satisfactorily completed, the degree will be conferred and a diploma issued.



Admission Requirements for the Associate Degree

- Associate of Arts in Liberal Studies (AALS)

Admission into the associate degree program requires a high school diploma or a GED, or successful completion of approved postsecondary work demonstrating that the applicant is qualified to complete the program and can be reasonably expected to do so.

The associate degree requires a total of 60 semester credits.

California Southern University may accept a maximum of 45 semester credits in transfer toward the associate degree for course work completed at an appropriately accredited postsecondary institution. In addition, credit earned on national examinations such as the College Level Examination Program (CLEP), or in military schooling may be accepted in transfer. Credit earned in undergraduate courses for which a grade of “C” or higher was earned will be considered for transfer. In order to evaluate prior work, California Southern University must have official transcripts of college work, official transcripts of CLEP results, and a certified copy of the DD-214 for military schooling or 5454R Evaluation of Military Training.

Admission Requirements for the Bachelor’s Degrees

- Bachelor of Business Administration (BBA)
- Bachelor of Arts in Psychology (BA)
- Bachelor of Science in Applied Technology (BSAT)
- Bachelor of Science in Criminal Justice (BSCJ)

Admission into the bachelor’s degree programs requires a high school diploma or a GED, or successful completion of approved postsecondary work demonstrating that the applicant is qualified to complete the program and can be reasonably expected to do so.

The bachelor’s degree requires a total of 120 semester credits.

California Southern University may accept a maximum of 90 semester credits in transfer toward the bachelor’s degree for course work completed at an appropriately accredited postsecondary institution. In addition, credit earned on national examinations such as CLEP, or in military schooling may be accepted in transfer. Credit earned in undergraduate courses for which a grade of “C” or higher was earned will be considered for transfer. In order to evaluate prior work, California Southern University must have official transcripts of college work, official transcripts of CLEP results, and a certified copy of the DD-214 for military schooling or 5454R Evaluation of Military Training.

Admission Requirements for the Master’s Degrees

- Master of Business Administration (MBA)
- Master of Science in Law (MSL)
- Master of Science in Psychology (MS)
- Master of Arts in Psychology (MA)

Admission to the master’s degree programs requires a bachelor’s degree or its equivalent completed at an appropriately accredited postsecondary institution.

The MBA and MSL degrees require 36 graduate semester credits completed beyond the bachelor’s degree.

The MS in Psychology degree requires 42 graduate semester credits beyond the bachelor’s degree.

The MA in Psychology degree requires 62 graduate semester credits beyond the bachelor’s degree.

California Southern University may accept a maximum of 6 graduate semester credits in transfer toward the MBA, MSL or MS and a maximum of 12 credits towards the MA. Credit earned in graduate courses for which a grade of “B” or higher was earned will be considered for transfer. To enable the evaluation of prior college work, official transcripts must be provided to California Southern University.

Admission Requirements for the Doctoral Degrees

- Doctor of Business Administration (DBA)
- Doctor of Psychology (PsyD)

Admission to the doctoral degree programs requires a bachelor’s degree or its equivalent completed at an appropriately accredited postsecondary institution as well as a master’s degree in the field of study or related field from an appropriately accredited postsecondary institution. If the applicant has earned an master’s degree in another field from an appropriately accredited postsecondary institution, the applicant may petition the Admissions Committee to evaluate the foundational readiness to be successful in the program. In this case, the Admissions Committee may require the completion of 6 prerequisite courses for the PsyD degree: PSY 86502 Counseling Theories and Strategies, PSY 86801 Therapeutic Boundaries, PSY 86505 Theories of Human Development and Functioning, PSY 86506 Psychopathology, and PSY 86508 Cross Cultural Mores and Values, PSY 86511 Alcoholism/Chemical Dependency Detection and Treatment; or the completion of 5 prerequisite courses for the DBA degree: MGT 86500 Business Organization and Management, MGT 86519 Ethics in Business, MGT 86512 Managerial Accounting for Decision Making, ECO 86501 Economics for Organizational Management, and MKT 6502 Marketing Management.

California Southern University may accept a maximum of 9 semester credits in transfer for courses completed at an appropriately accredited postsecondary institution toward the DBA or PsyD degree programs. The courses must be doctoral level courses completed with a grade of B or better and the courses must be directly related to the respective degree program at California Southern University.



Admission Requirements for the Juris Doctor (JD) Degree

Admission to the JD degree program requires an earned bachelor's degree from an appropriately accredited postsecondary institution or its equivalent approved by the California Committee of Bar Examiners (CBE).

Applicants to the JD degree program must submit a Personal Statement that discusses the ways in which the applicant's background, education, and professional experiences prepares the applicant for the study of law and the ways in which his/her personal qualities will contribute to success as a distance Learner. The Admissions Committee uses the Personal Statement to assess writing ability, readiness to pursue a law degree, and potential for success as a student at California Southern University School of Law. The Personal Statement should be one to two pages in length and double spaced. The Personal Statement is an important evaluative component of the admission process. Therefore, applications for the JD degree program will not be considered complete until the Personal Statement has been submitted.

The School of Law accepts applications from Learners seeking to transfer from other law schools, provided the applicant has either successfully passed the First-Year Law Students' Examination or became exempt while attending an accredited law school. Applicants seeking advanced standing should submit official transcripts of all previous law study. All prospective transfer Learners are individually evaluated for purposes of awarding transfer credit. Among the factors considered in such an evaluation are the grades of the applicant in law courses completed, the law school where the courses were completed, and the period of time since the courses were completed. A maximum of two years of transfer credit may be awarded.

All applicants who wish to be admitted as second or third year Learners must obtain an Evaluation of Law Study Completed and Contemplated from the CBE. The School of Law will assist transfer students in the preparation of a proposed plan of study for submission to the CBE.

Applicants previously disqualified or dismissed from any academic institution for academic reasons may be granted admission to the School of Law when there is an affirmative showing by the applicant that he or she possesses the requisite ability for the study of law.

Such a showing may be made:

A. At any time, if the applicant presents credible evidence that the prior disqualification or dismissal was not caused by the applicant's lack of capacity for the study of law, but instead resulted from a traumatic event or serious hardship that prohibited the applicant from performing at her or his normal level; or

B. After at least two (2) years have elapsed since the disqualification or dismissal, if the applicant demonstrates that work, study, or other experience during the interim has resulted in a stronger potential for law study than the applicant exhibited at the time he or she was disqualified or dismissed for academic reasons.

In each case the Dean of the School of Law must approve admission of the applicant.

Admission Requirements for the Post-Baccalaureate Certificate Programs

- Post-Baccalaureate Certificate in Business
- Post-Baccalaureate Certificate in Psychology

Admission to the Post-Baccalaureate Certificate Programs requires a bachelor's degree or its equivalent completed at an appropriately accredited postsecondary institution.

The post-baccalaureate certificates in both business and psychology require 18 graduate semester credits completed beyond the bachelor's degree.

California Southern University may accept a maximum of 3 graduate semester credits in transfer toward the post-baccalaureate certificate in business or psychology earned in graduate courses for which a grade of "B" or higher was earned will be considered for transfer. To enable the evaluation of prior college work, official transcripts must be provided to California Southern University.

Admission Requirements for International Applicants

Learners whose primary language is not English must have a sufficient command of the English language to benefit from instruction at this university. Coursework is offered in English through English textbooks and through consultation and critique by English speaking Faculty Mentors. Therefore, Learners must be able to communicate effectively in English to complete courses. The University does not provide English language services or visa services and does not vouch for student status with respect to visa applications.

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must provide evidence of English proficiency in one of the following ways:

Undergraduate:

- A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS) or 44 on the PTE** Academic Score Report.

Master's Degree:

- A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 71 on the Internet Based Test (iBT), 6.5 on the International English Language Test (IELTS) or 50 on the PTE Academic Score Report;

First Professional Degree or Professional Doctoral Degree:

- A minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 58 on the PTE Academic Score Report.
- A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;



- A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
- A transcript indicating completion of at least 30 semester hours of credit with an average grade of "C" or higher at an appropriately accredited*/recognized accredited college or university where the language of instruction was English; "B" or higher for master's, first professional degree or professional doctoral degree.
- A transcript indicating a grade of "C" or higher in an English composition course from an appropriately-accredited*/recognized college or university; "B" or higher for master's, first professional degree or professional doctoral degree; or

Undergraduate only:

- A high school diploma completed at an appropriately accredited/recognized high school (where the medium of instruction is English).

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

The TOEFL code number for California Southern University is 8869. For additional information, contact the Office of Admissions.

Admission Requirements for Applicants With Foreign Degrees

Applicants who have degrees from foreign institutions of higher education need to have these credentials evaluated by a third party, such as World Education Services, Inc. (www.wes.org), International Education Research Foundation, Inc. (www.ierf.org), or Educational Credential Evaluation, Inc. (www.ece.org). This evaluation is intended to ensure that the foreign degrees are equivalent to the degrees offered by institutions of higher education in the United States. It is recommended that applicants obtain a course-by-course evaluation. For more information contact the Office of Admissions. Applicants to the JD degree program must obtain a credential evaluation from a credential evaluation service approved by the Committee of Bar Examiners of the State Bar of California.

ELECTRONIC COMMUNICATION

Electronic communication is the preferred communication medium for Learners, faculty and staff. In order to take advantage of this technology, it is required that Learners, faculty and staff acquire and maintain e-mail access with the capability to send and receive attached files.

In order to navigate the Internet, it is recommended that the latest version of one of the following browsers be used:

- Microsoft Internet Explorer
- Mozilla Firefox
- Safari

California Southern University also provides documents that can be accessed using Adobe Acrobat Reader, which is available without cost to all web users at www.adobe.com.

California Southern University strives to prevent the spread of computer viruses by employing the latest virus detection software on all university-owned computer systems; however, California Southern University makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software.

The University will not be held liable for any direct, indirect, incidental, special, consequential or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by university staff members, faculty, Learners or affiliates.

The University strongly recommends and urges all faculty and Learners to seek out and install adequate virus detection software and to routinely check for, and install the most recent updates to their anti-virus software no less frequently than once each month, for their particular computer and operating system.

Technical Specifications and Instructions

Learners who plan to be proctored online by ProctorU™ must be able to take exams using equipment with the following specifications:

1. A high speed Internet connection.
2. A computer running Windows XP or MAC 10.X or later versions.
3. A webcam with 640 x 480 pixel video resolution.
4. Audio capabilities, either through the webcam or through a stand alone microphone (most webcams come with a built in microphone).
5. Speakers must be connected to the computer and working.
6. The ProctorU™ program must be downloaded onto the computer (no installation necessary).

Each Learner will need to register for an account with ProctorU at www.proctoru.com/calsouthern.

Once an account is created, Learners should return to www.proctoru.com/calsouthern to schedule all exams at least 7 full days before the desired exam time. Learners can change reservations until 24 hours before the exam, at which time they will need to call the ProctorU™ exam line at 205-870-8122.

At the scheduled exam time, Learners should return to www.proctoru.com/calsouthern and follow the posted instructions to log into the assigned exam room.



Learners should make sure their webcam and speakers are plugged in and turned on. Learners cannot turn on the webcam software before logging into ProctorU™ (this will create issues with the video feed). Once in the room, Learners should follow the instructions to connect to the proctor and follow the verbal instructions to begin their exam.

COMPLETING THE REQUIRED COURSES

Learners are advised and individually guided through courses by direct contact with their Faculty Mentors. With assistance from their Academic Advisor, Learners proceed from course to course in a steady, organized manner. This enables educational objectives to be achieved in the shortest possible time frame.

Upon enrolling in a course, the Learner receives a course syllabus and information about how to contact his or her Academic Advisor and the Faculty Mentor assigned for that course. California Southern University works with an online supplier to provide textbooks for Learners. However, textbooks may be purchased from local college bookstores, from publishers, or from other suppliers.

The focus of Active Self Learning is to encourage the Learner to apply text-based knowledge to solve practical problems and to use Faculty Mentors as resources to facilitate the learning process. The Learner demonstrates mastery of the course material and its personal relevance by completing assignments, examinations, term papers and projects as required.

The faculty and staff of California Southern University are available to assist Learners in achieving their educational objectives. California Southern University is especially sensitive to the special needs of adult Learners returning to college after a long absence from the classroom.

GRADUATION REQUIREMENTS AND PROCEDURES

All fees and tuition must be paid in full prior to graduation and a degree cannot be awarded nor transcripts released until all outstanding tuition and financial obligations have been paid in full.

The graduation date is the date the Registrar determines that all graduation requirements have been satisfied.

Graduation Requirements for the Associate Degree:

Associate of Arts in Liberal Studies (AALS)

The associate degree requires a total of 60 semester credits and satisfaction of the following criteria:

- A minimum of 15 semester credits completed through California Southern University.

- A minimum of 27 semester credits in general education distributed within the following areas: humanities (6 credits), mathematics (3 credits), natural sciences (6 credits), social sciences (6 credits), and English composition (6 credits).
- Cumulative grade point average of 2.0 (C) or higher.
- Official transcripts on file showing credits from postsecondary institutions relied on by California Southern University for admission and for CLEP results, if applicable.
- Copy of the certified DD-214 or 5454R for all military credits accepted in transfer by California Southern University, if applicable.
- All financial obligations to California Southern University paid in full.

Graduation Requirements for the Bachelor's Degrees

Bachelor of Arts in Psychology (BA)

Bachelor of Business Administration (BBA)

Bachelor of Science in Applied Technology (BSAT)

Bachelor of Science in Criminal Justice (BSCJ)

The BA, BBA, BSAT and the BSCJ degrees require a total of 120 semester credits and satisfaction of the following criteria:

- A minimum of 30 semester credits completed through California Southern University.
- A minimum of 45 semester credits in general education distributed with the following areas: humanities (12 credits), mathematics (6 credits), natural sciences (9 credits), social sciences (9 credits), and English composition (9 credits).
- Completion of a minimum of 45 semester credits in the BA, BSAT, and BSCJ majors and 51 semester credits in the BBA major.
- Cumulative grade point average of 2.0 (C) or higher.
- Official transcripts on file showing credits from postsecondary institutions relied on by California Southern University for admission and for CLEP results, if applicable.
- Copy of the certified DD-214 or 5454R for all military credits accepted in transfer by California Southern University, if applicable.
- All financial obligations to California Southern University paid in full.



Graduation Requirements for the Master's Degrees

Master of Business Administration (MBA)
 Master of Science in Law (MSL)
 Master of Science in Psychology (MS)

The MBA and the MSL degrees require a total of 36 graduate semester credits completed in the field of study beyond a bachelor's degree or its equivalent. The MS degree requires a total of 42 graduate semester credits completed in the field of study beyond a bachelor's degree or its equivalent. The required credits may include a maximum of six graduate semester credits accepted in transfer from an appropriately accredited postsecondary institution and satisfaction of the following criteria:

- Cumulative grade point average of 3.0 (B) or higher.
- Official transcripts on file for graduate transfer credits accepted by California Southern University and for the bachelor's degree or its equivalent.
- All financial obligations to California Southern University paid in full.

Master of Arts in Psychology (MA)

The MA in Psychology degree requires a total of 62 graduate semester credits completed in the field of study beyond a bachelor's degree or its equivalent. The required credits may include a maximum of twelve graduate semester credits accepted in transfer from an appropriately accredited postsecondary institution and satisfaction of the following criteria:

- Cumulative grade point average of 3.0 (B) or higher.
- Official transcripts on file for graduate transfer credits accepted by California Southern University and for the bachelor's degree or its equivalent.
- All financial obligations to California Southern University paid in full.

Graduation Requirements for the Doctoral Degrees

Doctor of Business Administration (DBA)
 Doctor of Psychology (PsyD)

The PsyD degree requires a total of 66 graduate semester credits and the DBA degree requires a total of 60 graduate semester credits completed beyond the master's degree in the field of study or in a related field of study and the satisfaction of the following criteria:

- Cumulative grade point average of 3.0 (B) or higher.

- Official transcripts on file for graduate transfer credits accepted by California Southern University and for the bachelor's degree or its equivalent.
- Official transcripts on file for the bachelor's and master's degrees.
- All financial obligations to California Southern University paid in full.

Juris Doctor Degree (JD)

The Juris Doctor degree requires a total of 88 semester credits of law school coursework and satisfaction of the following criteria:

- Official transcripts on file showing credits from postsecondary institutions or law schools relied upon by California Southern University for admission, showing a bachelor's degree or equivalent, and any law school transfer credits accepted toward the degree.
- An Evaluation of Law Study Completed and Contemplated from the CBE is required for transfer Learners studying for the California Bar Examination.
- Cumulative grade point average of 2.0 (C) or higher.
- All financial obligations to California Southern University paid in full.

LEARNING RESOURCES

The learning resources provided through California Southern University enable Learners and Faculty Mentors to access library facilities, informational databases, and electronic communication services from the convenience and comfort of their homes and offices. Learning resources have been developed and are continually updated to support high quality Faculty Mentor / Learner communications.

LEARNER RESPONSIBILITY

It is the Learner's responsibility to be familiar with the information presented in the University Catalog and to know and observe all regulations and procedures relating to the program they are pursuing. In no case will a regulation be waived or an exception be granted because Learners plead ignorance of, or contend that they were not informed of, the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for degree programs rests with the Learner.

2. UNDERGRADUATE GENERAL EDUCATION



Program Objectives	16
Program Outcomes	16
General Education Courses	16
Rationale	17
Diversity Course List	17





UNDERGRADUATE GENERAL EDUCATION

Program Objectives

California Southern University's General Education Program reflects on the university's commitment to quality education as outlined in CalSouthern's mission statement and goals. The program strives to introduce Learners to the intellectual tools, knowledge, and creative capabilities essential to the development of the whole person and to prepare them for the changing demands of professional careers, and equips them for a lifetime of learning.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. Degree graduates will be able to:

1. Understand and interpret complex materials.
2. Assimilate, organize, develop, and present an idea with evidentiary support.
3. Use standard English correctly.

CRITICAL THINKING

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. Degree graduates will be able to:

1. Discriminate among degrees of credibility, accuracy, and reliability on inferences drawn from given data.
2. Evaluate the strengths and relevance of arguments on a particular question or issue.
3. Determine whether certain conclusions or consequences are supported by the information provided.

CULTURAL AND SOCIAL UNDERSTANDING

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. Degree graduates will be able to:

1. Explain issues, thesis and task.
2. Assess the impact that social institutions have on individuals and culture-past, present, and future.
3. Describe their own as well as others' personal ethical systems, and values, within social institutions.
4. Recognize the interdependence of distinctive world-wide social and cultural systems.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. Degree graduates will be able to:

1. Determine the nature and extent of the information needed.
2. Evaluate information technology and its sources critically and incorporate selected information into their knowledge base.
3. Utilize information effectively to accomplish a specific purpose.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. Degree graduates will be able to:

Integrate formal academic learning with personal experiences so that learning is meaningful, personalized, and relates to personal or professional goals.

QUANTITATIVE REASONING

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common business problems and issues, and draws logical conclusions and makes well-reasoned decisions. Degree graduates will be able to:

1. Use logical or mathematical reasoning.
2. Interpret mathematical formulas.
3. Interpret mathematical models such as graphs, tables, and draw inferences from them.

SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. Degree graduates will be able to:

1. Generate an empirically evidenced and logical argument.
2. Distinguish a relevant argument from a non-relevant argument.
3. Reason by deduction, induction and analogy.

ETHICAL, LEGAL, AND PROFESSIONAL ISSUES

A person who is competent in ethical, legal and professional issues behaves and makes decisions that meet a minimum standard of behavior as it relates to business. Degree graduates will be able to:

1. Recognize ethical issues.
2. Apply ethical perspectives/concepts.
3. Evaluate different ethical perspectives/concepts.
4. Demonstrate ethical behavior as it relates to the specific discipline.

General Education Requirements

For all bachelor's degree programs at California Southern University a Core of 45 General Education credits is a requirement.

Students are required to take 45 General Education semester



credits; 27 credits in lower-division courses and 18 credits in upper-division courses. There are 12 required semester credits and 33 elective semester credits and they are grouped in the following five areas: humanities, English, mathematics, natural science, and social science.

Three (3) of the 45 General Education credits must be taken from the approved Diversity Course List. These courses are designed to engage Learners in issues and debates that pertain to questions of diversity providing Learners with an understanding of an increasingly globalized world. Topics include: histories of religion, social movements, racial tensions, cultural conflicts and depictions of transnational identities and differences, international feminisms, and sexual prejudice.

Learners can enroll in upper-division courses only after achieving upper-division status or with the approval of their Advisor. The completion of 60 semester credits includes the required 27 credits of lower-division General Education courses. To meet upper-division General Education requirements Learners must complete 18 credits of the upper-division General Education courses.

General Education credits are distributed in the following manner

	Total Credits	Lower-Division	Upper-Division
Humanities	12	6	6
English	9	6	3
Mathematics	6	3	3
Natural Sciences	9	6	3
Social Sciences	9	6	3
Total	45	27	18

BUS 2414	Business Communications	3
LDR 2490	Non-Verbal Communications in Leadership	3

Mathematics Electives		Credits
Lower Division Courses		
MATH 1105	Mathematics for Business	3
MATH 1110	College Mathematics	3
MATH 1115	Pre-Calculus	3
Upper Division Courses		
MATH 1200	Algebra	3
MATH 1215	Calculus	3
MATH 1305	Statistics for the Behavioral Sciences ¹	3
BUS 2413	Business Statistics	3

Natural Science Electives		Credits
Lower Division Courses		
NS 1103	Introduction to Geology	3
NS 1105	General Biology	3
NS 1106	Health and Nutrition	3
NS 1107	Environmental Science	3
Upper Division Courses		
NS 1203	Physical Geography	3
NS 1205	Introduction to Oceanography	3
NS 1400	Anthropology	3

Humanities Electives		Credits
Lower Division Courses		
HU 1104	The Art of Wondering	3
HU 1120	Introduction to Humanities I	3
HU 1130	Critical Thinking (Required)	3
Upper Division Courses		
HU 1205	Introduction to Theater	3
HU 1410	World Religions	3
HU 1421	Introduction to Humanities II	3

Social Science Courses		Credits
Lower Division Courses		
SS 1102	United States Government (Required)	3
SS 1103	United States History to 1877	3
SS 1104	United States History 1877 to present	3
SS 1107	African American History to 1877	3
SS 1108	African American History 1877 to present	3

English Electives		Credits
Lower Division Courses		
ENG 1101	English Composition I ¹	3
ENG 1102	English Composition II ¹	3
Upper Division Courses		
ENG 1200	American Literature	3
ENG 1406	Professional and Technical Writing	3

Upper Division Courses		
SS 1200	Sociology	3
SS 1203	Cultural Geography	3
SS 1205	Women's History in America	3
SS 1217	Cultural Anthropology	3
PSY 2300	Introduction to Psychology	3



Rationale

California Southern University's General Education Program reflects on the university's commitment to quality education as outlined in CalSouthern's mission statement and goals. The program strives to introduce Learners to the intellectual tools, knowledge, and creative capabilities essential to the development of the whole person and to prepare them for the changing demands of professional careers, and equips them for a lifetime of learning.

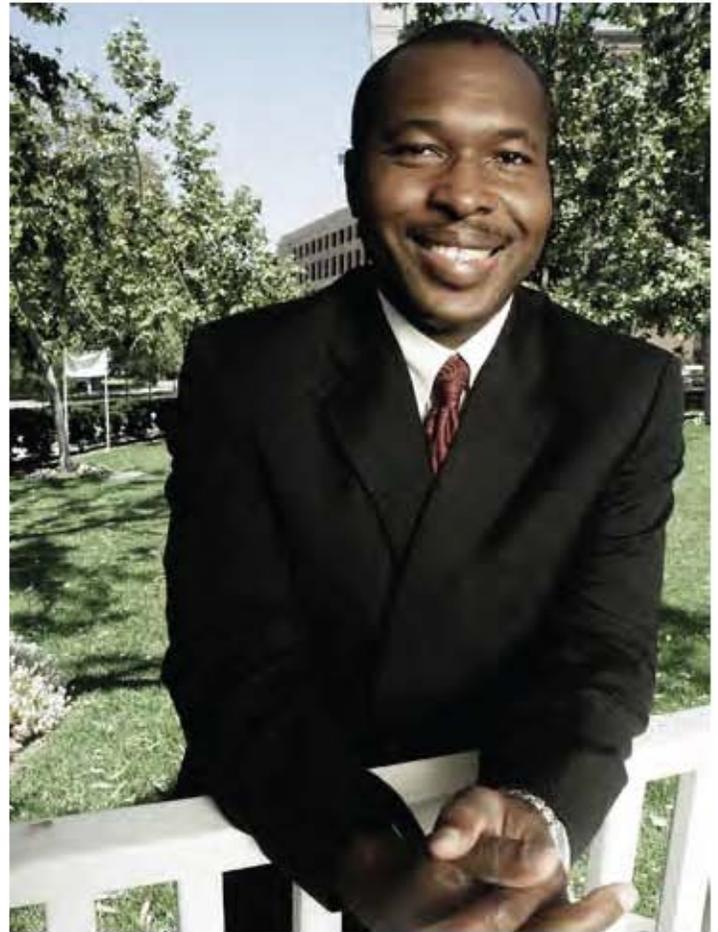
Learners take 45 semester credits in communication, mathematics, humanities, social sciences, and natural sciences giving the Learner:

- Logical and creative thinking skills.
- Critical analysis and creativity.
- Effective communication skills.
- The ability to think analytically.
- Respect and understanding of diversity.
- An understanding of cultures and human history.
- An introduction to global and international interdependence.
- The ability to apply scientific reasoning.
- An appreciation of and for the universe.

At CalSouthern general education is the heart of the undergraduate curriculum. We believe in the value general education brings to the academic experience and require all undergraduate Learners to meet the general education requirements.

Diversity Course List

World Religions
Cultural Anthropology
Cultural Geography
African American History to 1877
African American History 1877 to Present
Women's History in America



3. SCHOOL OF BUSINESS



ASSOCIATE OF ARTS IN LIBERAL STUDIES (AA)	20
BACHELOR OF BUSINESS ADMINISTRATION (BBA)	21
BACHELOR OF SCIENCE IN APPLIED TECHNOLOGY (BSAT)	23
BACHELOR OF SCIENCE IN CRIMINAL JUSTICE (BSCJ)	26
MASTER OF BUSINESS ADMINISTRATION (MBA)	28
DOCTOR OF BUSINESS ADMINISTRATION (DBA)	30
POST-BACCALAUREATE CERTIFICATE PROGRAM	32
Certificate in Management	
Certificate in Financial Management	
Certificate in Human Resource Management	
Certificate in International Business	
Certificate in Project Management	





THE SCHOOL OF BUSINESS

In accordance with the mission of California Southern University, the School of Business strives to be a recognized educator in the field of business. Our achievement-focused programs provide Learners with a specialized knowledge base in business and management theories with a carefully structured foundation in management, accounting, marketing, finance, international business, and information technology. Our business programs respond to the changing needs of our constituencies making the study of business an intellectually challenging journey.

Faculty Mentors

Essential to the objectives of the School of Business and key to achieving California Southern University's mission is the Faculty Mentor's dedication to excellence in teaching. We strive to provide a dynamic online learning environment that is exemplified by high academic expectations, quality courses, and a free exchange of ideas in asynchronous and synchronous environments while focusing on the individual Learner's responsibility for academic achievement. The School of Business emphasizes critical thinking as well as ethical conduct in the performance of managerial and practitioner duties and responsibilities.

California Southern University is also committed to innovation. In addition to providing an ever-evolving curriculum that embraces the many opportunities afforded to tomorrow's leader/practitioner, we are committed to adopting the latest technology to enhance the learning process in distance education.

ASSOCIATE OF ARTS IN LIBERAL STUDIES

Program Objectives

The Associate of Arts in Liberal Studies (AALS) degree program provides the Learner who has not defined their career goal with an opportunity to explore and build an academic foundation in liberal arts and general studies. It provides learners with an initiation in the liberal arts and general studies tradition with a selection of courses from the Humanities, English, Mathematics, Natural Sciences, and Social Sciences. It enables learners to better understand and relate to the world around them from a liberal studies perspective and prepares for entry into a bachelor program at the junior level.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. AALS graduates will be able to:

1. Understand and interpret complex materials.
2. Assimilate, organize, develop, and present an idea with

evidentiary support.

3. Use standard English correctly.

CRITICAL THINKING

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. AALS graduates will be able to:

1. Discriminate among degrees of credibility, accuracy, and reliability on inferences drawn from given data.
2. Evaluate the strengths and relevance of arguments on a particular question or issue.
3. Determine whether certain conclusions or consequences are supported by the information provided.

CULTURAL AND SOCIAL UNDERSTANDING

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. AALS graduates will be able to:

1. Explain issues, thesis and task.
2. Assess the impact that social institutions have on individuals and culture-past, present, and future.
3. Describe their own as well as others' personal ethical systems, and values, within social institutions.
4. Recognize the interdependence of distinctive world-wide social and cultural systems.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. AALS graduates will be able to:

1. Determine the nature and extent of the information needed.
2. Evaluate information technology and its sources critically and incorporate selected information into their knowledge base.
3. Utilize information effectively to accomplish a specific purpose.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. AALS graduates will be able to:

1. Integrate formal academic learning with personal experiences so that learning is meaningful, personalized, and relates to personal or professional goals.

QUANTITATIVE REASONING

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common business problems and issues, and draws logical conclusions and makes well-reasoned decisions. AALS graduates will be able to:



1. Use logical or mathematical reasoning.
2. Interpret mathematical formulas.
3. Interpret mathematical models such as graphs, tables, and draw inferences from them.

SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. Degree graduates will be able to:

1. Generate an empirically evidenced and logical argument.
2. Distinguish a relevant argument from a non-relevant argument.
3. Reason by deduction, induction and analogy.

ETHICAL, LEGAL, AND PROFESSIONAL ISSUES

A person who is competent in ethical, legal and professional issues behaves and makes decisions that meet a minimum standard of behavior as it relates to business. Degree graduates will be able to:

1. Recognize ethical issues.
2. Apply ethical perspectives/concepts.
3. Evaluate different ethical perspectives/concepts.
4. Demonstrate ethical behavior as it relates to the specific discipline.

Associate of Arts in Liberal Studies Degree Requirements

Courses	Semester Credits	
General Education	27	
Humanities		6
Mathematics		3
Natural Sciences		6
Social Sciences		6
English Composition I		6
General Elective Courses	33	
Total	60	

Program Length: 2 Years

General Education Courses

The General Education courses for the associate degree are grouped in five sub-disciplines: English, humanities, mathematics, natural sciences, and social sciences. A course listing is included in the Undergraduate General Education section, and descriptions are located in the Course Descriptions section of the catalog.

General Elective Courses

The general elective courses for the associate degree in Liberal Studies can be taken from 2000 level courses as long as all prerequisites are met. They can also be taken from one area such as business or psychology, or can be taken across a wide spectrum of courses giving the Learner a broad academic experience.

BACHELOR OF BUSINESS ADMINISTRATION

Program Objectives

The Bachelor of Business Administration (BBA) degree program is designed to provide undergraduate Learners with a practical education in business administration. The core courses offer a well-rounded education in business, management, accounting, marketing, finance, international business, and information technology. Additional elective courses are selected to focus on management, accounting, human resources management, marketing or international business.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. BBA graduates will be able to:

1. Understand and interpret complex materials.
2. Assimilate, organize, develop, and present an idea.
3. Utilize standard English correctly including accuracy in spelling, grammar and punctuation, to communicate with various business constituencies.

CRITICAL THINKING

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. BBA graduates will be able to:

1. Demonstrate the ability to evaluate data to make decisions critical to the daily operation of business.
2. Assess the strengths and relevance of arguments on a particular question or issue.
3. Discriminate among degrees of credibility, accuracy, and reliability on inferences drawn from given facts.
4. Apply software for decision support systems and use this technology to gather and analyze data.

CULTURAL AND SOCIAL UNDERSTANDING

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. BBA graduates will be able to:

1. Express an appreciation for teamwork and leadership skills critical to success in a multicultural and diverse business environment.
2. Recognize the interdependence of distinctive world-wide social and cultural systems.
3. Assess the impact that business institutions have on individuals and culture – past, present, and future.



INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. BBA graduates will be able to:

1. Determine the nature and extent of the information needed.
2. Demonstrate the information technology skills necessary to apply the appropriate software for decision support systems.
3. Evaluate information technology and its sources to gather and analyze data.
4. Utilize information effectively to accomplish a specific purpose.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. BBA graduates will be able to:

1. Integrate formal academic learning with personal experiences so that learning is meaningful, personalized, and relates to personal or professional goals.

QUANTITATIVE REASONING

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common business problems and issues, and draws logical conclusions and makes well-reasoned decisions. BBA graduates will be able to:

1. Apply qualitative and quantitative analytical skills in business decision making
2. Use logical or mathematical reasoning
3. Interpret mathematical formulas and models such as graphs, tables, and apply them to business situations
4. Demonstrate an understanding of the fundamentals of financial reporting in order to analyze financial information

SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. BBA graduates will be able to:

1. Analyze administrative issues and problems by applying scientific methods.
2. Distinguish a relevant business argument from a non-relevant business argument.
3. Reason by deduction, induction and analogy.

ETHICAL, LEGAL, AND PROFESSIONAL ISSUES

A person who is competent in ethical, legal, and professional issues behaves and makes decisions that meet a minimum standard of practice as it pertains to the specific discipline. BBA graduates will be able to:

1. Develop a clear understanding of professional ethics and other behavioral concerns that managers' face in the workplace.
2. Adhere to the business code of ethics to uphold the profession's ethics and serve the public and to the guidelines for ethical decision-making.
3. Demonstrate a degree of confidentiality when dealing with sensitive business matters.

CONTENT SPECIFIC COMPETENCIES

A person competent in the administration of business has a command of the basic language and skills of business, enabling them to thoughtfully participate in the decisions of the market place and thereby contribute to their professions, organizations, and communities. BBA graduates will be able to:

1. Identify the basic theories, principles, and practices related to each functional area of business.
2. Formulate effective application of business theories to business practice needs.

Bachelor of Business Administration Degree Requirements

Lower Division	Upper Division	Totals
27 credits General Education	18 credits General Education	45
18 credits Required Core	18 credits Required Core	36
6 credits Business Electives	9 credits Business Electives	15
9 credits General Electives	15 credits General Electives	24
60 Lower Division Credits	60 Upper Division Credits	120

Program Length: 4 Years

General Education Courses

The General Education courses for the bachelor's degree are grouped in five sub-disciplines: English, humanities, mathematics, natural sciences, and social sciences. A course listing is included in the Undergraduate General Education section, and descriptions are located in the Course Descriptions section of the University Catalog.

Required Core Courses

Lower Division Courses		Credits
ACT 2102	Principles of Accounting I	3
BUS 2300	Introduction to Business	3
BUS 2110	Business Ethics	3
BUS 2301	Basic Business Law	3
ECO 2300	Macroeconomics	3
MGT 2325	Business Information Systems	3



Upper Division Courses		Credits
BUS 2414	Business Communications	3
MGT 2404	Contemporary Management	3
MKT 2400	Essentials of Marketing	3
ECO 2403	Microeconomics	3
FIN 2404	Fundamentals of Finance	3
BUS 2413	Business Statistics	3

Business Elective Courses

To concentrate your studies in a specific business subject area, you must take 15 semester credits of elective courses in a specific area of concentration.

Management Electives		Credits
Lower Division Courses		
MGT 2121	Organizational Behavior	3
MGT 2124	Operations Management	3
Upper Division Courses		
SBM 2401	Small Business Management	3
BUS 2405	Career Management and Personal Marketing	3
BUS 2415	Business Negotiation	3
FIN 2403	Money, Banking and Finance	3

Accounting Electives		Credits
Lower Division Courses		
ACT 2104	Principles of Accounting II	3
ACT 2150	Managerial Accounting	3
Upper Division Courses		
ACT 2451	Intermediate Accounting I	3
ACT 2452	Intermediate Accounting II	3
ACT 2453	Cost Accounting	3
ACT 2467	Auditing	3
TAX 2410	Federal Taxation I	3
TAX 2415	Federal Taxation II	3

Human Resource Management Electives		Credits
Lower Division Courses		
HRM 2102	Human Resource Management	3
HRM 2103	Staffing Organizations	3
HRM 2107	Supervisory Management	3
Upper Division Courses		

HRM 2404	Labor Relations and Collective Bargaining	3
HRM 2405	Compensation Management	3
HRM 2406	Employee Training and Development	3

Marketing Electives		Credits
Lower Division Courses		
MKT 2106	Advertising	3
MKT 2107	Retail Management	3
MKT 2108	Sales	3
Upper Division Courses		
MKT 2409	Consumer Behavior	3
MKT 2410	Brand Management	3
MKT 2416	Internet Marketing	3
MKT 2420	Marketing Management	3

International Business Electives		Credits
Lower Division Courses		
IB 2100	International Management	3
IB 2101	International Business Law	3
Upper Division Courses		
IB 2402	International Economics	3
IB 2403	Global Marketing	3
IB 2404	International Finance	3

General Elective Courses

The general elective courses for the Bachelor of Business Administration degree can be taken from 2000 level courses as long as all prerequisites are met. The electives can be selected from a variety of business courses giving the Learner a broad based business education or may be selected from the 2000 and above level undergraduate courses from the other Schools within the University.



BACHELOR OF SCIENCE IN APPLIED TECHNOLOGY

Program Objectives

The Bachelor of Science in Applied Technology (BSAT) is designed to meet the needs of Learners who wish to continue their education and earn a bachelor's degree by building on the knowledge learned in their associate degree program. This program is uniquely suited for the individual who has received credit in technical areas from a community or technical college and wish to advance to the baccalaureate degree level. In this program Learners continue their education by taking advanced technology courses, business and management courses, general education coursework, and relevant elective courses to complete their bachelor of science degree. This innovative degree-completion program provides Learners the opportunity to increase their knowledge base by integrating business and management skills with their technical knowledge.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. BSAT graduates will be able to:

1. Understand and interpret complex materials.
2. Assimilate, organize, develop, and present an idea.
3. Use standard English correctly emphasizing the use of reading, writing, speaking and listening skills to be able to utilize contemporary information and communications systems relevant to the field of study.

CRITICAL THINKING

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. BSAT graduates will be able to:

1. Discriminate among degrees of credibility, accuracy, and reliability on inferences drawn from given data.
2. Evaluate the strengths and relevance of arguments on a particular question or issue.
3. Determine whether certain conclusions or consequences are supported by the information provided.

CULTURAL AND SOCIAL UNDERSTANDING

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. BSAT graduates will be able to:

1. Express an appreciation for teamwork and leadership skills critical to success in a multicultural and diverse environment.

2. Recognize the interdependence of distinctive world-wide social and cultural systems.
3. Describe their own as well as others' personal ethical systems, and values, within social institutions.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. BSAT graduates will be able to:

1. Determine the nature and extent of the information needed.
2. Demonstrate the information technology skills necessary to apply the appropriate software for decision support systems.
3. Evaluate information technology and its sources to gather and analyze data.
4. Utilize information effectively to accomplish a specific purpose.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. BSAT graduates will be able to:

1. Integrate formal academic learning with personal experiences so that learning is meaningful, personalized, and relates to personal or professional goals.

QUANTITATIVE REASONING

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common business problems and issues, and draws logical conclusions and makes well-reasoned decisions. BSAT graduates will be able to:

1. Apply qualitative and quantitative analytical skills in decision making.
2. Use logical or mathematical reasoning.
3. Interpret mathematical formulas and models such as graphs, tables, and draw inferences from them.

SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. BSAT graduates will be able to:

1. Analyze administrative issues and problems by applying scientific methods.
2. Distinguish a relevant argument from a non-relevant argument.
3. Reason by deduction, induction and analogy.



ETHICAL, LEGAL, AND PROFESSIONAL ISSUES

A person who is competent in ethical, legal, and professional issues behaves and makes decisions that meet a minimum standard of practice as it pertains to the specific discipline. BSAT graduates will be able to:

1. Develop a clear understanding of professional ethics and other behavioral concerns that managers' face in the workplace.
2. Apply ethical behavior as it relates to the specific discipline.
3. Demonstrate a degree of confidentiality when dealing with sensitive Information technology systems.

CONTENT SPECIFIC COMPETENCIES

A person possessing a Bachelor of Science in Applied Technology has a technical education with an appropriate balance of theory and of practical skills, combined with basic business competencies that will be needed for a successful career and professional accomplishments, as it pertains to their discipline. BSAT graduates will be able to:

1. Identify the basic theories, principles, and practices related to each functional area of their discipline.
2. Lead and manage information technology operations within their specific field of interest.

Bachelor of Science in Applied Technology Degree Requirements

Lower Division	Upper Division	Totals
27 credits General Education	18 credits General Education	45
21 credits Required Core	9 credits Required Core	30
6 credits BSAT Electives	9 credits BSAT Electives	15
15 credits General Electives	15 credits General Electives	24

60 Lower Division Credits 60 Upper Division Credits 120

Program Length: 4 Years

General Education Courses

Please see page 21 for a listing of the General Education courses.

Required Core Courses		Credits
Lower Division Courses		
ACT 2101	Principles of Accounting I	3
BUS 2110	Business Ethics	3
BUS 2300	Introduction to Business	3
BUS 2301	Business Law	3
ENT 2100	Entrepreneurship	3
LDR 2100	Foundations of Leadership	3
Upper Division Courses		
BUS 2414	Business Communication	3

LDR 2460	Project Management Fundamentals and Leadership	3
MGT 2325	Business Information Systems	3
MKT 2400	Essentials of Marketing	3

Bachelor of Science Elective Courses

To concentrate your studies in a specific business subject area, you must take 15 semester credits of elective courses in a specific area of concentration.

Entrepreneurship Electives		Credits
Lower Division Courses		
ENT 2100	Entrepreneurship	3
ENT 2101	Business Plans for New Ventures	3
ENT 2106	Family Business Management	3
Upper Division Courses		
ENT 2402	Entrepreneurial Financing and Venture Capital Management	3
ENT 2408	Entrepreneurship and the Internet	3

Leadership Electives		Credits
Lower Division Courses		
LDR 2100	Foundations of Leadership	3
LDR 2125	Leadership Communications	3
LDR 2150	Leadership Theory and Practice	3
Upper Division Courses		
LDR 2460	Project Management Fundamentals and Leadership	3
LDR 2480	Leadership Group Dynamics	3
LDR 2490	Nonverbal Communications in Leadership	3

Technology Electives		Credits
Lower Division Courses		
TECH 2100	Engineering and Technology	3
TECH 2110	Emerging Technologies	3
TECH 2120	Alternative Energy Solutions	3
Upper Division Courses		
TECH 2430	Systems Analysis and Design	3
TECH 2440	Information and Technology Security	3
TECH 2450	E-Business and Technology	3



Management Electives		Credits
BUS 2405	Career Management and Personal Marketing	3
MGT 2121	Organizational Behavior	3
MGT 2124	Operations Management	3
MGT 2426	Total Quality Management	3
SBM 2401	Small Business Management	3

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

Program Objectives

The Bachelor of Science in Criminal Justice (BSCJ) program is the study of crime and the administration of criminal justice systems and their effect on society. The curriculum is designed to provide practical knowledge of criminal justice systems and operations with an emphasis on the criminal courts, investigative principles, ethical principles, criminal law, victims of crime, and community relations. It provides you the opportunity to continue your studies in various areas which include: organized crime, white collar crime, drug and alcohol abuse, social and forensic psychology, and terrorism and terrorism response. This directed self-study program will provide you the requisite knowledge base to understand the causes of crime, the means to prevent crime and to be an effective leader in the field of criminal justice.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. BSCJ graduates will be able to:

1. Understand and interpret complex materials.
2. Assimilate, organize, develop, and present an idea.
3. Use standard English correctly emphasizing the use of reading, writing, speaking and listening skills to utilize contemporary information and communications systems as a criminal justice professional.

CRITICAL THINKING

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. BSCJ graduates will be able to:

1. Demonstrate the ability to utilize analytical and critical thinking skills through an understanding of the theory and applications related to the criminal justice environment.
2. Assess the strengths and relevance of arguments on a particular question or issue.
3. Discriminate among degrees of credibility, accuracy, and reliability on inferences drawn from given facts.

CULTURAL AND SOCIAL UNDERSTANDING

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. BSCJ graduates will be able to:

1. Demonstrate an understanding of the philosophy and processes of the American court systems and American correctional institutions at the federal, state, and local levels.
2. Develop an appreciation for teamwork and leadership skills critical to success in a multicultural and diverse management environment to function as a member of a criminal justice team.
3. Assess the impact that correctional institutions have on individuals and culture – past, present, and future.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. BSCJ graduates will be able to:

1. Determine the nature and extent of the information needed.
2. Demonstrate the information technology skills necessary to apply the appropriate software for decision support systems.
3. Evaluate information technology and its sources to gather and analyze data.
4. Utilize information effectively to accomplish a specific purpose.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. BSCJ graduates will be able to:

1. Integrate formal academic learning with personal experiences so that learning is meaningful, personalized, and relates to professional and practical needs.

QUANTITATIVE REASONING

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common business problems and issues, and draws logical conclusions and makes well-reasoned decisions. BSCJ graduates will be able to:

1. Apply qualitative and quantitative analytical skills in criminal justice research and decision making responsibilities.
2. Use logical or mathematical reasoning.
3. Interpret mathematical formulas and models such as graphs and tables and draw inferences from them.



SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. BSCJ graduates will be able to:

1. Analyze administrative issues and problems by applying scientific methods.
2. Distinguish a relevant argument from a non-relevant argument.
3. Reason by deduction, induction and analogy.

ETHICAL, LEGAL, AND PROFESSIONAL ISSUES

A person who is competent in ethical, legal, and professional issues behaves and makes decisions that meet a minimum standard of practice as it pertains to the specific discipline. BSCJ graduates will be able to:

1. Develop a clear understanding of professional ethics and other issues that managers' face in the workplace.
2. Employ a critically examined value system and professional code of ethics essential to behavioral concerns within the field of justice to ensure public safety.
3. Demonstrate a degree of confidentiality when dealing with sensitive legal matters.

CONTENT SPECIFIC COMPETENCIES

A person competent in the theories and applications of criminal justice will have the skills to apply the social sciences to criminological problems. BSCJ graduates will be able to:

1. Demonstrate the key concepts and theoretical approaches which have been developed in relation to crime, deviance, victimization, criminalization, criminal justice, penal practice, crime control and policing.
2. Evaluate complex social problems and the relationship between them in terms of criminological theory and practice.
3. Understand the underlying principles of the American criminal justice system.

Bachelor of Science in Criminal Justice Degree Requirements

Lower Division	Upper Division	Totals
27 credits General Education	18 credits General Education	45
15 credits Required Core	15 credits Required Core	30
6 credits BSAT Electives	9 credits BSAT Electives	15
15 credits General Electives	15 credits General Electives	30
60 Lower Division Credits	60 Upper Division Credits	120

Program Length: 4 Years

General Education Courses

Please see page 21 for a listing of the General Education courses.

Required Core Courses		Credits
Lower Division Courses		
LGL 2101	Introduction to Criminal Justice	3
LGL 2110	Criminal Justice Court Process	3
LGL 2121	Corrections: A Comprehensive View	3
LGL 2210	Ethics in Criminal Justice	3
LGL 2221	Principles of Investigation	3
Upper Division Courses		
LGL 2415	Criminal Law	3
LGL 2420	Applied Criminology	3
LGL 2521	Victims and the Criminal Justice System	3
LGL 2531	Law Enforcement and the Community	3
LGL 2525	Administrative Office Procedures in Criminal Justice	3

Criminal Justice Electives		Credits
Lower Division Courses		
LGL 2105	Family Violence	3
LGL 2118	Organized Crime	3
LGL 2128	Cultural Diversity in Criminal Justice	3
LGL 2130	Digital Crime and Digital Terrorism	3
LGL 2215	White Collar Crime	3
LGL 2225	Social Psychology	3
LGL 2228	Homeland Security	3

Criminal Justice Electives		Credits
Upper Division Courses		
LGL 2410	Research Methods in Criminology	3
LGL 2412	Drugs and Substance Abuse	3
LGL 2510	Introduction to Forensic Psychology	3
LGL 2511	Juvenile Justice – Current	3
LGL 2518	Introduction to Terrorism	3
LGL 2535	Terrorism Response: Infrastructure and Risk Analysis	3

The general elective courses for the Bachelor of Business Administration degree can be taken from 2000 level courses as long as all prerequisites are met. The electives can be selected from a variety of business courses giving the Learner a broad based business education or may be selected from the 2000 and above level undergraduate courses from the other Schools within the University.



MASTER OF BUSINESS ADMINISTRATION

Program Objectives

The Master of Business Administration (MBA) degree program provides a broad view of organizational performance from the general management perspective. It offers an innovative curriculum to develop skills needed for effective leadership and management. Learners may select a concentration in management, financial management, human resources management, international business or project management. Or, the Learner may design a program that is based on prior education and work experience, career goals and individual needs.

California Southern University's intensive curriculum provides the essential management skills to succeed in any career. The program focuses on leadership, communication, fundamentals of business and analytical skills.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. MBA graduates will be able to:

1. Synthesize complex materials.
2. Assimilate, organize, develop, and present an idea.
3. Employ a high level of proficiency in written and oral communications that support and enhance managerial process.

CRITICAL THINKING

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. MBA graduates will be able to:

1. Evaluate graduate-level knowledge and skills for use in research, critical thinking, and problem solving to collect, analyze, and evaluate business data to arrive at professional conclusions.
2. Assess the strengths and relevance of arguments on a particular question or issue.
3. Determine whether certain conclusions or consequences are supported by the information provided.

CULTURAL AND SOCIAL UNDERSTANDING

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities and is proficient in theories of personality and issues in diversity: multiethnic, multicultural, gender, ageism, sexual orientation, and disability. MBA graduates will be able to:

1. Assess the impact that social institutions have on individuals and culture-past, present, and future.
2. Develop a global perspective on business operations and an understanding of how diversity can impact business

and relevant business decisions.

3. Appraise the interdependence of distinctive world-wide social and cultural systems.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. MBA graduates will be able to:

1. Incorporate practical business experience with formal academic learning so that shared experiences can create integrated learning and an extended knowledge base.
2. Evaluate information and its sources critically and incorporate selected information into his or her knowledge base.
3. Utilize information effectively to accomplish a specific purpose.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. MBA graduates will be able to:

1. Integrate formal academic learning with personal experiences so that learning is meaningful, personalized, and relates to personal or professional goals.
2. Evaluate the Learner's intellectual curiosity and the development of their innovative spirit to prepare Learner's for upper management positions in business, non-profit, and government organizations both domestic and international.

QUANTITATIVE REASONING

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and make well-reasoned decisions. MBA graduates will be able to:

1. Utilize logical and mathematical reasoning.
2. Assess the ability to use quantitative and qualitative tools to identify and address business problems and opportunities.
3. Interpret mathematical models such as graphs, tables and draw inferences from them in relationship to the current business model.

SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. MBA graduates will be able to:

1. Generate an empirically evidenced and logical argument.
2. Distinguish a scientific argument from a non-scientific argument.
3. Reason by deduction, induction and analogy.



ETHICAL, LEGAL, AND PROFESSIONAL ISSUES

A person who is competent in ethical, legal, and professional issues behaves and makes decisions that meet a minimum standard of practice for their discipline. MBA graduates will be able to:

1. Demonstrate ethical behavior in business practices and its application to the business environment.
2. Adhere to the ethical code, professional standards for practice, legal mandates, guidelines for ethical decision-making.
3. Participate in professional training and supervision.

THEORIES AND APPLICATIONS OF BUSINESS MANAGEMENT

A person competent in the management of business at the masters' level will have an integrated set of skills and the knowledge necessary for effectively participating in and managing modern organizations. MBA graduates will be able to:

1. Develop a strategic level understanding of the key functions of business – accounting, economics, finance, management, management information systems, marketing, operations, and statistics.
2. Manage the quantitative and qualitative tools to identify business opportunities and solve business problems.
3. Promote growth in intellectual accomplishment and an opportunity to develop an executive level perspective on business practices.

Master of Business Administration Degree Requirements

Courses	Semester Credits
Required MBA Courses:	21
Elective Business Courses:	15
Total:	36

Program Length: 2 Years

Master of Business Administration Courses

Required Core Courses		Credits
MGT 86512	Managerial Accounting for Decision Making	3
ECO 86501	Economics for Organizational Management	3
MGT 86500	Business Organization and Management	3
MGT 86519	Ethics in Business	3
MGT 86529	Project Management	3
MIS 86510	Applied Data Analysis	3
MKT 86502	Marketing Management	3

Business Elective Courses

To concentrate your studies in a specific business subject area, you must take 15 semester credits of elective courses in a specific area of concentration.

Management Electives		Credits
MGT 86506	Organizational Behavior	3
MGT 86507	Strategic Management	3
MGT 86510	Statistical Analysis	3
MGT 86535	Management of Change	3
MGT 86536	Cross Cultural Management	3
MGT 86537	Management of Information Systems for Managers	3

Financial Management Electives		Credits
FIN 86505	Corporate Finance	3
FIN 87513	Investment Management	3
FIN 87514	Financial Institutions	3
FIN 87516	Capital Markets	3
FIN 87518	Behavioral Corporate Finance	3

Human Resources Management Electives		Credits
HRM 86503	Human Resource Management	3
HRM 87502	Compensation Issues in Human Resource Management	3
HRM 87503	Labor Relations	3
HRM 87504	Supervisory Concepts and Practice	3
HRM 87505	Effective Training and E-learning	3

International Business Electives		Credits
IB 87512	International Economics	3
IB 87513	International Marketing	3
IB 87514	Cultural Environments of International Business	3
IB 87517	International Business Law	3
IB 87518	International Financial Management	3

Project Management Electives		Credits
PM 86900	Project Management Concepts and Essentials	3
PM 86901	Project Management Strategic Design	3
PM 86902	Project Management Organization	3
PM 86903	Project Management Integration	3
PM 86910	Project Management Capstone	3



DOCTOR OF BUSINESS ADMINISTRATION

Program Objectives

The Doctor of Business Administration (DBA) degree program transforms mature Learners into leaders. Doctoral candidates learn the most advanced decision-making techniques, while also developing the research and writing skills that accompany high-level responsibility in the academic and business environments. Business executives must be able to perform in a dynamic environment where market expansion is global, where competition presents ever changing decision making frames, and change is the norm. Excellence in leadership, strategic management, and organizational change management are essential to develop effective corporate executives and hence organizational viability.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. DBA graduates will be able to:

1. Synthesize complex materials.
2. Assimilate, organize, develop, and present an idea.
3. Employ a high level of proficiency in written and oral communications that support and enhance administrative effectiveness.

CRITICAL THINKING

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. DBA graduates will be able to:

1. Evaluate graduate-level knowledge and skills for use in research, critical thinking, and problem solving to collect, analyze, and evaluate business data to arrive at professional conclusions.
2. Assess the ability to think critically by providing an opportunity to integrate theory and practice in decision making that can be utilized in complex organizational environments.
3. Determine whether certain conclusions or consequences are supported by the information provided.

CULTURAL AND SOCIAL UNDERSTANDING

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities and is proficient in theories of personality and issues in diversity: multiethnic, multicultural, gender, ageism, sexual orientation, and disability. DBA graduates will be able to:

1. Assess the impact that business institutions have on individuals and culture-past, present, and future.
2. Formulate a global perspective on business operations and an understanding of how diversity can impact

business decisions.

3. Appraise the behavioral, political, operational, environmental, and global elements to enhance strategy formulation to optimize strategic management and the interdependence of distinctive world-wide business and cultural systems.
4. Analyze and evaluate environmental influences on organizations in order to develop strategic plans for the management of change and development.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. DBA graduates will be able to:

1. Determine the scope and content of information literacy relevant to the graduate study of business management.
2. Evaluate information and its sources critically and incorporate selected information into his or her knowledge base.
3. Conduct and interpret appropriate research in the field of business and apply the results of this research.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. DBA graduates will be able to:

1. Incorporate practical business experience with formal academic learning so that shared experiences can create integrated learning.
2. Outline a foundation for personal scholarship and systematic inquiry to advance business theory and practice.

QUANTITATIVE REASONING

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and make well-reasoned decisions. DBA graduates will be able to:

1. Develop and apply skills in a broad range of investigative methods, including qualitative and quantitative methods focused in economic and ethnographic disciplines that focus on statistical models
2. Summarize the skills necessary to analyze and evaluate internal and external environmental influences on organizations in order to develop strategic plans for the management of change and development
3. Interpret mathematical models such as graphs, tables and draw inferences from them

SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies



on empirical evidence to describe, understand, predict, and control natural phenomena. DBA graduates will be able to:

1. Generate an empirically evidenced and logical argument.
2. Distinguish a scientific argument from a non-scientific argument.
3. Reason by deduction, induction and analogy the application of theoretical knowledge to contemporary business problems.

ETHICAL, LEGAL, AND PROFESSIONAL ISSUES

A person who is competent in ethical, legal, and professional issues behaves and makes decisions that meet a minimum standard of practice for their discipline. DBA graduates will be able to:

1. Demonstrate ethical behavior in regard to information and information technology.
2. Adhere to the ethical code, professional standards for practice, legal mandates, guidelines for ethical decision-making.
3. Gain an appreciation of ethical principles and their application to the business environment.

THEORIES AND APPLICATIONS OF BUSINESS MANAGEMENT

A person competent in the management of business at the masters' level will have an integrated set of skills and the knowledge necessary for effectively participating in and managing modern organizations. DBA graduates will be able to:

1. Synthesize the critical concepts and tools that are relevant to achieve leadership and organization objectives and goals, whether they involve processes, projects or people.
2. Attach the appropriate management concept and or tools to various situations, so in effect; you will make the intellectual connections between tools and context that lead to insight and vision: the basis for long-term corporate success.

Program Structure

The DBA degree program consists of an integrated sequence of courses and a Doctoral Project that encompasses 60 credits beyond a master's degree. The courses are structured to allow working professionals to complete their degree while working full-time. The structure of the program encompasses:

- Fifteen integrated inquiry courses that are designed to develop applications of theory in a range of business, management, and research methodologies.
- After the completion of the first six courses, Learners must successfully complete an objective Qualifying Examination in order to proceed in the program. Learners are given three opportunities to successfully complete the exam.
- At the end of your coursework and prior to beginning your Doctoral Project you must successfully complete a

comprehensive essay exam. Successful completion of this exam demonstrates that the candidate has the knowledge and skills inherent to the DBA degree.

- Three required Doctoral Project courses focused on strategies for conducting research into business based problems leading to the completion and defense of your Doctoral Project.
- A Doctoral Project in which you are required to demonstrate expertise by analyzing and presenting a business management problem. The research should include a theoretical frame, literature review, research design and an appropriate methodology. The Doctoral Project must make a significant contribution to the body of knowledge in your chosen problem area.

Doctor of Business Administration Degree Requirements

Courses	Semester Credits
Core Courses:	45
Qualifying Examination:	0
Comprehensive Examination:	1
Doctoral Project Courses:	14
Total:	60

Program Length: 4 Years

Doctor of Business Administration Courses

First Year Courses		Credits
ACT 87515	Financial Statement Analysis	3
ECO 87501	Managerial Economics	3
MGT 87500	Organizational Development and Design	3
MGT 87525	Leadership, Ethics and Corporate Governance	3
MIS 87510	Technology Concepts for Managers	3
MKT 87505	Consumer Behavior, Theory and Analysis	3

Examination		Credits
BUS 87799	Doctoral Qualifying Examination	0

Second Year Courses		Credits
ACT 87530	Management Finance and Control	3
BUS 87300	Advanced Measurement and Statistics for Business	3
BUS 87305	Ethnography of Corporate Culture	3
IB 87516	Global Business Strategic Management	3
MGT 87515	Information, Organization and Strategy	3
MGT 87520	Business Research Methods	3



Third Year Courses		Credits
MGT 87540	Quantitative Research Methods	3
MGT 87545	Managing, Organizing and Negotiating for Value	3
MKT 87515	Coordinating and Managing Supply Chains	3

Examination		Credits
BUS 87805	Doctoral Comprehensive Examination	1

Required Doctoral Project Courses		Credits
MGT 87997	Doctoral Project I	6
MGT 87998	Doctoral Project II	6
MGT 87999	Doctoral Project III	2

All program requirements for the Doctor of Business Administration degree must be completed through California Southern University in no less than two and no more than ten years of your initial course enrollment.

POST-BACCALAUREATE CERTIFICATE PROGRAM

The Post-Baccalaureate Certificate Program (PBC) is offered by the School of Business at California Southern University. It is designed for individuals who have already earned a bachelor degree. Certificate programs provide specific professional learning in a concentrated format by offering a prescribed set of courses to earn academic credit in a specific subject area. This is not a degree program, but a certificate program; upon completion of the program requirements, Learners earn a certificate focused in a particular area of study. Learners who show an interest in pursuing the PBC are seeking a quality education that focuses on continuing education and professional development.

The School of Business offers certificate programs in management, financial management, human resources, international business, and project management.

The objectives of the Post-Baccalaureate Certificate Program are to:

- Promote the incorporation of practical business experience with formal academic learning so that shared experiences can create integrated learning.
- Foster growth in intellectual accomplishment and an opportunity to develop an executive level perspective on business practices.
- Encourage Learners to develop the ability to use quantitative and qualitative tools to identify and address business

problems and opportunities.

- Encourage Learners to gain an appreciation of ethical principles and its application to the business environment.
- Provide working professionals the chance to experience graduate study without committing to a full graduate program.
- Enable personal growth and the ability to gain academic experience and a credential in a given discipline.
- Provide the option of pursuing a Master of Business Administration degree upon successful completion of the certificate program.
- Facilitate the acquisition of practical knowledge with an understanding of the integrated nature of business functions.
- Provide the tools to evaluate the issues that characterize the contemporary business environment.

Post-Baccalaureate Certificate Program Requirements

Courses	Semester Credits
Required Certificate/MBA Courses	18
Total:	18

CERTIFICATE IN MANAGEMENT

The Post-Baccalaureate Certificate in Management (CBM) is designed not only to provide continuing education for baccalaureate degreed business professionals but it also provides non-business college graduates the opportunity to develop expertise and acquire credentials in the field of business. It explores vital business topics of interest to those who want to develop a solid foundation in management.

To be effective, today's leaders must understand the interdependence between business and their work environment; making it essential that executives, in all fields, develop an understanding of general business practices. The CBM provides the opportunity to upgrade or attain skills to keep pace with the changes in the field of business and provide exposure to the language of business.

Required Core Courses		Credits
MGT 86506	Organizational Behavior	3
MGT 86512	Managerial Accounting for Decision Making	3
MGT 86507	Strategic Management	3
MGT 86510	Statistical Analysis	3
MGT 86535	Management of Change	3
MGT 86537	Management of Information Systems for Managers	3



CERTIFICATE IN FINANCIAL MANAGEMENT

The Post-Baccalaureate Certificate in Financial Management (CBFM) is designed to meet the needs of baccalaureate degreed business students and financial management professionals who want to upgrade their skill set through professional development utilizing continuing education in an online format. This certificate program reinforces financial concepts in areas that support solid financial management skills.

Required Core Courses		Credits
MGT 86512	Managerial Accounting for Decision Making	3
FIN 86505	Corporate Finance	3
FIN 87513	Investment Management	3
FIN 87514	Financial Institutions	3
FIN 87516	Capital Markets	3
FIN 87518	Behavioral Corporate Finance	3

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

The Post-Baccalaureate Certificate in Human Resource Management (CBHRM) is designed to meet the needs of baccalaureate degreed business students and human resource professionals who want to upgrade their skill set through professional development utilizing continuing education in an online format. This certificate program will provide the knowledge necessary to make informed decisions in organizational management and the implementation of human resource policies.

Required Core Courses		Credits
MGT 86519	Ethics in Business	3
HRM 86503	Human Resource Management	3
HRM 87502	Compensation Issues in HRM	3
HRM 87503	Labor Relations	3
HRM 87504	Supervisory Concepts and Practice	3
HRM 87505	Effective Training and E-Learning	3

CERTIFICATE IN INTERNATIONAL BUSINESS

The Post-Baccalaureate Certificate in International Business (CBIB) is designed to meet the needs of baccalaureate degreed business Learners and business professionals who want to upgrade their skill set through professional development utilizing continuing education in an online format. This certificate program meets the growing need for American college graduates to be better educated about how to do business in a global economy. It gives Learners the opportunity to gain knowledge in international business and develop international skills. This certificate program offers a global perspective and is designed to foster an understanding of global business and social environments.

Required Core Courses		Credits
MGT 86519	Ethics in Business	3
IB 87512	International Economics	3
IB 87513	International Marketing	3
IB 87514	Cultural Environments of International Business	3
IB 87517	International Business Law	3
IB 87518	International Financial Management	3

CERTIFICATE IN PROJECT MANAGEMENT

The Post-Baccalaureate Certificate in Project Management (CBPM) is designed to meet the needs of baccalaureate degreed business Learners and business professionals who want to upgrade their skill set through professional development utilizing continuing education in an online format. This certificate provides Learners with necessary tools, skills, and knowledge to be an effective project manager.

Required Core Courses		Credits
MGT 86529	Project Management	3
PM 86900	Project Management Concepts and Essentials	3
PM 86901	Project Management Strategic Design	3
PM 86902	Project Management Organization	3
PM 86903	Project Management Integration	3
PM 86910	Project Management Capstone	3

4. SCHOOL OF BEHAVIORAL SCIENCES



BACHELOR OF ARTS IN PSYCHOLOGY (BA)	36
MASTER OF ARTS IN PSYCHOLOGY (MA)	38
MASTER OF SCIENCE IN PSYCHOLOGY (MS)	40
DOCTOR OF PSYCHOLOGY (PsyD)	43
POST-BACCALAUREATE CERTIFICATE PROGRAM	46
Certificate in Pastoral Counseling	
Certificate in Alcoholism and Chemical Dependency	
Certificate in Industrial and Organizational Psychology	
Certificate in Sports Psychology	





THE SCHOOL OF BEHAVIORAL SCIENCES

The School of Behavioral Sciences strives to be a leader in the advancement of the behavioral sciences. Our programs are designed to provide both undergraduate and graduate learning experience to a diverse population of adult Learners. Our goal is to provide the knowledge and skills necessary for the application of current theories and practices, and contribute to the advancement of knowledge in the field of the behavioral sciences. The School is committed to a pursuit of humanistic thought and action, academic excellence, lifelong learning, and multicultural understanding. The primary objective is to provide working professionals the opportunity to understand key scientific principles and practices within diverse settings.

BACHELOR OF ARTS IN PSYCHOLOGY

Program Objectives

The Bachelor of Arts (BA) in Psychology degree program introduces Learners to the field of psychology and behavioral studies and provides the foundation in psychology that allows application of psychology to bachelor-level careers in industry, government, and relevant nonprofit agencies. The BA program in Psychology also provides the basic knowledge and skills that serve Learners in entry-level, staff positions in mental health centers and social service agencies, as well as for those who desire to seek further, graduate-level education in psychology and related fields.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. BA graduates will be able to:

1. Identify and describe introductory psychological materials.
2. Organize, develop, and present a psychological idea with basic scientific support.
3. Use standard English correctly in naming psychological concepts.

CRITICAL THINKING

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. BA graduates will be able to:

1. Perform introductory level discrimination among degrees of credibility, accuracy, and reliability on conclusions drawn from given psychological data.
2. Evaluate the strengths and relevance of arguments on a particular psychological question or issue.
3. Determine whether certain conclusions or consequences are supported by the psychological information provided.

CULTURAL AND SOCIAL UNDERSTANDING

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. BA graduates will be able to:

1. Assess the impact that social institutions have on individuals and culture - past, present, and future.
2. Describe their own as well as others' personal cultural systems, and values, within social institutions.
3. Understand human behavior to better understand self and relationship with others.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. BA graduates will be able to:

1. Determine the nature and extent of the psychological information needed.
2. Evaluate psychological information and its sources critically and incorporate selected psychological information into his or her knowledge base.
3. Use psychological information effectively, ethically, and legally.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. BA graduates will be able to:

1. Integrate formal academic learning in psychology with personal experiences so that learning is meaningful, personalized, and relates to personal or professional goals.

QUANTITATIVE REASONING

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common psychological problems and issues, and draws logical conclusions and makes well-reasoned decisions. BA graduates will be able to:

1. Use basic logical or mathematical reasoning in psychology.
2. Interpret and apply basic mathematical formulas to psychological research questions.
3. Interpret basic mathematical models such as graphs, tables and draw conclusions from them regarding psychological applications.

SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. BA graduates will be able to:



1. Generate empirically evidenced and logical arguments in psychology.
2. Distinguish a scientific argument from a non-scientific argument in psychology.
3. Reason by basic principles of deduction, induction, and analogy in psychology.

ETHICAL, LEGAL, AND PROFESSIONAL ISSUES

A person who is competent in ethical, legal, and professional issues behaves and makes decisions that meet a minimum standard of practice for psychology professionals. BA graduates will be able to:

1. Recognize ethical issues in psychology.
2. Apply basic ethical perspectives/concepts to psychological applications.
3. Demonstrate ethical behavior as it relates to the specific discipline of psychology.

INDIVIDUAL DIFFERENCES

A person competent in understanding individual differences will be able to utilize fundamental theories in assessing each individual from a variety of perspectives and prevent or treat symptoms from theory-based interventions. BA graduates will be able to:

1. Understand the fundamental bodies of theoretical and applied knowledge of psychology.

Bachelor of Arts in Psychology Degree Requirements

Lower Division	Upper Division	Totals
27 credits General Education	18 credits General Education	45
15 credits Required Core	15 credits Required Core	30
6 credits Business Electives	9 credits Business Electives	15
12 credits General Electives	18 credits General Electives	30
60 Lower Division Credits	60 Upper Division Credits	120

Program Length: 4 Years

General Education Courses

The General Education courses for the BA in Psychology degree are grouped in five sub-disciplines: English, humanities, mathematics, natural sciences, and social sciences. A course listing is included in the Undergraduate General Education section, and descriptions are located in the Course Description section of the University Catalog.

Bachelor of Arts in Psychology Courses

Required Core Courses		Credits
PSY 2300	Introduction to Psychology	3
PSY 2301	Theories and Techniques of Counseling and Psychotherapy	3
PSY 2302	Basic Abnormal Psychology	3
PSY 2303	Introduction to Human Development	3
PSY 2504	Fundamentals of Research Methodology (Prerequisite: PSY 1305)	3
PSY 2505	Cognition and the Brain	3
PSY 2400	Introduction to Social Psychology	3
PSY 2403	Ethical and Professional Issues	3
PSY 2405	Introduction to Behavior Modification	3
PSY 2107	Intercultural Psychology	3

Psychology Elective Courses		Credits
PSY 2101	Introduction to Human Sexual Behavior	3
PSY 2102	Introduction to Theories and Techniques of Group Counseling	3
PSY 2404	Crisis Intervention	3
PSY 2106	Psychology of Communication	3
PSY 2408	Current Issues in Psychology and Health	3
PSY 2409	Marriage and Family	3
PSY 2410	Psychology of Adjustment	3
PSY 2411	Psychology in Business	3

General Elective Courses

The general elective courses for the BA in Psychology degree can be taken from 2000 level courses as long as all prerequisites are met. Learners can enhance their education in psychology by taking additional electives from the psychology elective courses, or they can take a variety of courses from the other Schools of the University for a broad based educational experience.



MASTER OF ARTS IN PSYCHOLOGY (WITH AN EMPHASIS IN MARRIAGE AND FAMILY THERAPY)

Program Objectives

The Master of Arts (MA) in Psychology degree program with an emphasis in Marriage and Family Therapy provides a solid foundation in the areas marriage and family therapy. The curriculum is designed to meet the educational requirements for the Marriage and Family Therapist (MFT) licensure in California and the Licensed Professional Clinical Counselor (LPCC) licensure in California. The program also provides Learners with the foundational knowledge and skills necessary to prepare for doctoral level study at this university. The degree may not meet the requirements in other states. Prospective Learners should consult with the appropriate board in their state regarding licensure to practice therapy at the master's level. The degree program is designed to meet the requirements of Business and Professions Code Section 4980.37 and paragraphs (4) and (5) of subdivision (a) of Section 4980.41. The degree is also designed to meet the requirements of Business and Professions Code (BPC) Section 4999.32 (as required by BPC Section 4999.40(a)).

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. MA graduates will be able to:

1. Synthesize complex materials.
2. Assimilate, organize, develop, and present a psychological idea with basic scientific support.
3. Utilize standard English effectively.

CRITICAL THINKING

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. MA graduates will be able to:

1. Discriminate among degrees of credibility, accuracy, and reliability on inferences drawn from given data.
2. Assess the strengths and relevance of arguments on a particular question or issue.

CULTURAL AND SOCIAL UNDERSTANDING

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities and is proficient in theories of personality and issues in diversity: multiethnic, multicultural, gender, ageism, sexual orientation, and disability. MA graduates will be able to:

1. Integrate a multicultural awareness of human diversity as it pertains to clinical situations of assessment and treatment with individuals in California.

2. Describe their own as well as others' personal ethical systems, and values, within social institutions.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. MA graduates will be able to:

1. Determine the nature and extent of the information needed.
2. Evaluate information and its sources critically and incorporate selected information into his or her knowledge base.
3. Utilize information effectively to accomplish a specific purpose.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. MA graduates will be able to:

1. Integrate formal academic learning with personal experiences so that learning is meaningful, personalized, and relates to personal or professional goals.
2. Integrate professional psychological knowledge with skills that can be applied to enhance professional career and individual growth.
3. Develop personal qualities that are integral to the counseling situation such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.

QUANTITATIVE REASONING

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common psychological problems and issues, and draws logical conclusions and makes well-reasoned decisions. MA graduates will be able to:

1. Use graduate-level logical or mathematical reasoning in psychology.
2. Interpret and apply advanced mathematical formulas to complex psychological research questions.
3. Interpret sophisticated mathematical models by means of graphs, tables and illustrations to draw conclusions from them regarding advanced psychological applications.

SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. MA graduates will be able to:

1. Generate professional-level empirically evidenced and logical arguments in psychology.
2. Distinguish complex scientific arguments from a simplistic, non-scientific arguments in psychology.
3. Reason by advanced principles of deduction, induction, and analogy in psychology.



ETHICAL, LEGAL, AND PROFESSIONAL ISSUES

A person who is competent in ethical, legal, and professional issues behaves and makes decisions that meet a minimum standard of practice for their discipline. MA graduates will be able to:

1. Adhere to the ethical code, professional standards for practice, legal mandates, guidelines for ethical decision-making as it relates to the practice of marriage and family therapy.
2. Participate in professional training and supervision in approved clinical settings.

ASSESSMENT AND DIAGNOSIS

A person competent in understanding assessment and diagnosis will be able to utilize fundamental theories in assessing each individual from a variety of perspectives. MA graduates will be able to:

1. Apply psychometrics, assessment models and methods for assessment of individuals and organizations/systems.
2. Analyze diagnostic classification systems.
3. Evaluate the symptoms and causes of mental disorders.
4. Survey contemporary theories and techniques of counseling.

TREATMENT/INTERVENTION

A person competent in understanding treatment and intervention will be able to utilize fundamental theories in treating or the prevention of symptoms from theory based interventions. MA graduates will be able to:

1. Apply a variety of effective psychotherapeutic techniques and modalities to improve, restore, or maintain healthy individual, couples, and family relationships.

GROWTH AND LIFESPAN DEVELOPMENT

A person who is competent in growth and lifespan issues will understand the impact of such issues across the lifespan. MA graduates will be able to:

1. Evaluate age appropriate child, adolescent, and adult development.
2. Identify and assess atypical patterns of development, and the protective and risk factors that influence development outcomes for individuals.

CAREER DEVELOPMENT

A person competent in career development will have a working knowledge of theories and techniques associated with work, family and life roles and how they are interrelated. MA graduates will be able to:

1. Utilize decision-making models based on career development theories
2. Assimilate the uniqueness of each individual's career, family, and life roles and analyze how they are interrelated

DOMESTIC VIOLENCE

A person who is competent in the knowledge of domestic violence will understand cycles of violence and how to safely

treat individuals and family's associated with domestic violence. MA graduates will be able to:

1. Assess individuals and family's associated with domestic violence, understand the cycle of violence and the underlying personality disorders while safely treating those involved.

CHEMICAL DEPENDENCY

A person who is competent in the knowledge of chemical dependency will understand theories, techniques and risks for treatment. MA graduates will be able to:

1. Assess individuals and families with chemical dependency and analyze contemporary theories and techniques of treatment while assessing for risks during treatment.

Master of Arts in Psychology Degree Requirements

Courses	Semester Credits
Required Psychology Courses:	62
Total:	62

Program Length: 4 Years

Required Courses		Credits
PSY 86502	Counseling Theories and Strategies	3
PSY 86505	Theories of Human Development and Functioning	3
PSY 86506	Psychopathology	3
PSY 86508	Cross Cultural Mores and Values	3
PSY 86509	Psychology of Marriage and Family Systems (Prerequisites: PSY 86502 / PSY 86506 / MFT 86504)	3
PSY 86511	Alcoholism/Chemical Dependency Detection and Treatment (Prerequisite: PSY 86506)	3
PSY 86512	Group Psychology (Prerequisites: PSY 86502 / PSY 86506 / MFT 86504)	3
PSY 86517	Psychology of Aging	3
PSY 86532	Family Systems Theory (Prerequisites: PSY 86502 / PSY 86506 / MFT 86504)	3
PSY 87519	Psychology of Trauma	3
PSY 87534	Dual Diagnosis	3
PSY 87547	Career Counseling	3
MFT 86504	Ethical Issues in Marriage, Family and Child Therapy	3
MFT 86507	Human Sexuality	1
MFT 86510	Child and Adolescent Therapy (Prerequisites: PSY 86502 / MFT 86504)	3
MFT 86513	Psychological Tests and Measurements	3
MFT 86528	Psychology of Violence (Prerequisites: PSY 86502 / MFT 86504 / PSY 86506)	2



MASTER OF SCIENCE IN PSYCHOLOGY

Program Objectives

The Master of Science (MS) in Psychology degree program offers a wide range of academic and professionally-oriented psychology courses. This degree is offered in response to a strong demand from Learners and industry leaders for a degree that is designed for those interested in pursuing a strong theoretical and research foundation in psychology that can be applied to related fields such as chemical dependency counseling, sports psychology, pastoral counseling, life coaching, and consultation in business and industry.

The program places an emphasis on scientific research and in obtaining practical experience in a non-clinical setting. The MS in Psychology degree offers an alternative to the Masters of Arts (MA) in Psychology degree. The MS in Psychology is designed to be generally applicable to related fields but does not lead to licensure as a Marriage and Family Therapist nor as a Licensed Professional Clinical Counselor (for those professional goals, please see our MA in Psychology program). The MS in Psychology curriculum covers both the theoretical and research-based knowledge needed to offer integrated services that can be applied to chemical dependency counseling, sports psychology, pastoral counseling, life coaching, and consultation in business and industry. The MS in Psychology provides the knowledge and skills necessary for growth in professional careers in the helping professions, industry, sports, or pastoral counseling. The program also provides Learners with key foundational psychological knowledge necessary for doctoral level study (our Doctor of Psychology, or PsyD program) here at California Southern University.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. MS graduates will be able to:

1. Demonstrate and analyze graduate-level psychological materials.
2. Organize, develop, and expound upon a psychological idea with professional-level scientific support.
3. Use standard English effectively in articulating psychological concepts.

CRITICAL THINKING

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. MS graduates will be able to:

1. Perform advanced discrimination among degrees of credibility, accuracy, and reliability on conclusions drawn from given psychological data.
2. Assess the relevance of theoretical knowledge of counseling principles as applied to contemporary psychological problems.
3. Determine whether specific conclusions or

MFT 86700	Psychopharmacology (Prerequisite: PSY 86506)	2
MFT 86704	Practicum I (Prerequisites: PSY 86502 / MFT 86504 / PSY 86506)	3
MFT 86705	Practicum II (Prerequisite: PSY 6704)	3
MFT 86706	Practicum III (Prerequisite: PSY 86705)	3
MFT 86900	Research Methods and Statistics	3

Optional: MFT and LPCC Licensure Requirement may be taken at California Southern University or elsewhere:

MFT 86510.1	Child Abuse Assessment and Reporting	1
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Personal Therapy Requirement

Learners who are being trained to become Marriage and Family Therapists (MFT) or Licensed Professional Clinical Counselors (LPCC) are encouraged to develop insight into personal factors that may affect their performance as clinicians. Faculty mentors and supervisors encourage the Learner's greater self-reflection and self-awareness through course work and clinical training. Additionally, a Learner's participation in individual, family or group counseling can be beneficial for personal growth and education. The psychology faculty at California Southern University believe that the requirement of personal therapy is an important component of the Master of Arts in Psychology program.

The requirement is met by the Learner participating in a minimum of 24 hours of individual therapy or 40 hours of family or group therapy conducted by a licensed marriage, family and child therapist, licensed clinical social worker, licensed clinical psychologist, or a board-eligible psychiatrist. The Learner has the right to choose his or her own therapist. The therapist must not violate the ethical standards prohibiting dual relationship. The therapist sends a letter, using their own letterhead, to the Dean of the School of Behavioral Sciences stating the number of hours the Learner has completed in therapy. The verification must be received by the dean before the Learner begins the Practicum course (MFT 86704). Therapy completed prior to enrolling in the Master of Arts in Psychology program may be considered to meet this requirement. Please consult with the Dean of the School of Behavioral Sciences.

Marriage and Family Therapist Licensure Requirements

The primary role of California Southern University is to provide the educational requirements for licensure in the State of California. Since licensing requirements change periodically, Learners are advised that they may need to modify their degree plan to conform to current requirements. Learners should maintain contact with the Board of Behavioral Sciences (BBS) to remain informed about all licensing requirements. A copy of the current MFT and LPCC regulations may be obtained by writing to the California Board of Behavioral Sciences:

California Board of Behavioral Sciences
1625 North Market Blvd. Suite S-200, Sacramento, CA 95834
Tel: 916-574-7830
Web: www.bbs.ca.gov



consequences are supported by the psychological information provided.

CULTURAL AND SOCIAL UNDERSTANDING

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. MS graduates will be able to:

1. Integrate a multicultural awareness of human diversity as it pertains to careers in the helping professions, industry, sports, or pastoral counseling.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. MS graduates will be able to:

1. Delineate in professional language the nature and extent of the psychological information needed.
2. Appraise and integrate psychological information and its sources critically and incorporate selected psychological information into his or her knowledge base.
3. Apply advanced psychological information effectively, ethically, and legally.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. MS graduates will be able to:

1. Incorporate and differentiate formal academic learning in psychology from personal experiences with the goal of demonstrating that learning which is meaningful and personalized organically relates to both more humane and grounded professional goals.

QUANTITATIVE REASONING

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common psychological problems and issues, and draws logical conclusions and makes well-reasoned decisions. MS graduates will be able to:

1. Use graduate-level logical or mathematical reasoning in psychology.
2. Interpret and apply advanced mathematical formulas to complex psychological research questions.
3. Interpret sophisticated mathematical models by means of graphs, tables and illustrations to draw conclusions from them regarding advanced psychological applications.

SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. MS graduates will be able to:

1. Generate professional-level empirically evidenced and logical arguments in psychology.
2. Distinguish complex scientific arguments from a simplistic, non-scientific arguments in psychology.
3. Reason by advanced principles of deduction, induction, and analogy in psychology.

ETHICAL, LEGAL, AND PROFESSIONAL ISSUES

A person who is competent in ethical, legal, and professional issues behaves and makes decisions that meet a minimum standard of practice for psychology professionals. MS graduates will be able to:

1. Recognize complex ethical issues in psychology.
2. Apply well-differentiated ethical perspectives/concepts to complex psychological applications.
3. Demonstrate ethical behavior as it relates to the specific discipline of psychology, both in application and scientific research.

INDIVIDUAL DIFFERENCES

A person competent in understanding individual differences will be able to utilize informed and person-specific theories in assessing each individual from a variety of perspectives and prevent or treat symptoms from scientifically verified, theory-based interventions. MS graduates will be able to:

1. Be familiar with, and articulate professionally, all major domains of theoretical and applied knowledge within psychology.
2. Discriminate between a broad range of human behavior and psychological issues that may arise within various non-clinical settings.

Master of Science in Psychology Degree Requirements

Courses	Semester Credits
Required Psychology Core Courses:	15
Required Psychology Elective Courses:	15
Thesis:	6
Externship:	6
Total:	42

Program Length: 2 Years

Required Core Courses		Credits
PSY 86502	Counseling Theories and Strategies	3
PSY 86506	Psychopathology	3
PSY 86512	Group Psychology	3
PSY 86801	Therapeutic Boundries	3
PSY 87515	Social Psychology	3



Externship		Credits
PSY 88001	Externship	6

Thesis		Credits
PSY 86899	Master's Thesis	6

ELECTIVE AREAS OF CONCENTRATION (15 semester credits):

Concentration One: General Psychology *		Credits
PSY 86505	Theories of Human Development and Functioning	3
PSY 87507	Human Sexuality (Prerequisites: PSY 86502) (This graduate level course is also available to Learners in the PsyD degree program)	3
PSY 86532	Family Systems	3
PSY 87536	Cognitive-Behavioral Psychotherapy	3
PSY 87550	Positive Psychology I	3
PSY 87700	Psychopharmacology	3
PSY 87701	Physiological Psychology	3

Concentration Two: Pastoral Counseling		Credits
PSY 87507	Human Sexuality (Prerequisites: PSY 86502) (This graduate level course is also available to Learners in the PsyD degree program)	3
PSY 86509	Psychology of Marriage and Family Systems	3
PSY 86517	Psychology of Aging	3
PSY 86532	Family Systems Theory	3
PSY 87533	Psychology of Death and Dying	3
PSY 87541	Psychology of Religion	3

Concentration Three: Chemical Dependency and Compulsive Disorders		Credits
PSY 86511	Alcoholism/Chemical Dependency: Detection and Treatment	3
PSY 86532	Family Systems	3
PSY 87534	Dual Diagnosis	3
PSY 87538	Advanced Psychology of Addiction and Compulsive Behavior	3
PSY 87542	Eating Disorders	3

Concentration Four: Industrial/Organizational Psychology		Credits
PSY 87521	Organizational/Industrial Psychology	3
PSY 87522	Consulting in Business, Education and Mental Health	3
PSY 87529	Myers-Briggs Type Testing	3
PSY 87536	Cognitive-Behavioral Psychotherapy	3
PSY 87561	Interpersonal Conflict in the Workplace	3

Concentration Five: Sports Psychology		Credits
PSY 87100	Applied Sports Psychology I	3
PSY 87101	Applied Sports Psychology II	3
PSY 87110	Current Issues in Sports Psychology (Prerequisite: PSY 87101)	3
PSY 87115	Psychology of Coaching	3
PSY 87120	Enhancing Performance: Preparation/Motivation	3

* For the Concentration in General Psychology, 15 credits may be taken of any graduate courses offered at the MA, MS or PsyD level with permission of the Academic Advisor. Please consult the Academic Advisor for further instructions.





DOCTOR OF PSYCHOLOGY

Program Objectives

The Doctor of Psychology (PsyD) degree program is for individuals who are interested in advancing their knowledge of clinical issues in psychology and developing the practical application of this knowledge for the professional practice of psychology. The Doctor of Psychology exposes Learners to theoretical and practical methodologies within the field. Our innovative program provides comprehensive courses as well as a variety of elective courses to emphasize the service orientation of a professional clinical degree. The program provides Learners with the knowledge and skills necessary for growth in their professional career.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. Degree graduates will be able to:

1. Synthesize complex theories and concepts in psychology.
2. Assimilate, organize, develop, and present ideas.
3. Utilize standard English effectively.

CRITICAL THINKING

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. PsyD graduates will be able to:

1. Discriminate among degrees of credibility, accuracy, and reliability on inferences drawn from given data.
2. Assess the strengths and relevance of arguments on a particular question or issue.
3. Evaluate current trends in the field of psychology.
4. Evaluate emerging relevant technologies applicable to the field of psychology.

CULTURAL AND SOCIAL UNDERSTANDING

A culturally and socially competent person possesses awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities and is proficient in theories of personality and issues in diversity: multiethnic, multicultural, gender, ageism, sexual orientation, and disability. PsyD graduates will be able to:

1. Integrate multicultural awareness of human diversity as it pertains to clinical situations of assessment and treatment with individuals, couples and families.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. PsyD graduates will be able to:

1. Determine the nature and extent of the information

needed.

2. Evaluate information and its sources critically and incorporate selected information into his or her knowledge base.
3. Utilize information effectively to accomplish a specific purpose.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. PsyD graduates will be able to:

1. Integrate formal academic learning with personal experiences so that learning is meaningful, personalized, and relates to personal growth or professional goals.
2. Develop personal qualities that are integral to the counseling situation such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.

QUANTITATIVE REASONING

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common psychological problems and issues, and draws logical conclusions and makes well-reasoned decisions. PsyD graduates will be able to:

1. Use graduate-level logical or mathematical reasoning in psychology.
2. Interpret and apply advanced mathematical formulas to complex psychological research questions.
3. Interpret sophisticated mathematical models by means of graphs, tables and illustrations to draw conclusions from them regarding advanced psychological applications.

SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. PsyD graduates will be able to:

1. Generate professional-level empirically evidenced and logical arguments in psychology.
2. Distinguish complex scientific arguments from a simplistic, non-scientific arguments in psychology.
3. Reason by advanced principles of deduction, induction, and analogy in psychology.

ETHICAL, LEGAL, AND PROFESSIONAL ISSUES

A person who is competent in ethical, legal, and professional issues behaves and makes decisions that meet a minimum standard of practice for their discipline. PsyD graduates will be able to:

1. Adhere to the ethical code, professional standards for practice, legal mandates, guidelines for ethical decision-making as it relates to the practice of psychology or the helping professions.
2. Participate in professional training and supervision.



ASSESSMENT AND DIAGNOSIS

A person competent in understanding assessment and diagnosis will be able to utilize fundamental theories in assessing each individual from a variety of perspectives. PsyD graduates will be able to:

1. Apply psychometrics, assessment models and methods for assessment of individuals and organizations/systems.
2. Analyze diagnostic classification systems.
3. Describe the symptoms and causes of mental disorders
4. Survey contemporary theories and techniques of counseling.

TREATMENT/INTERVENTION

A person competent in understanding treatment and intervention will be able to utilize fundamental theories in treating or the prevention of symptoms from theory based interventions. PsyD graduates will be able to:

1. Evaluate and apply treatment theories and prevention of mental disorders.
2. Apply individual, group, or organizational interventions for specific concerns/disorders.
3. Assess consultation models and processes.
4. Apply a variety of effective psychotherapeutic techniques and modalities to improve, restore or maintain healthy individual, couples, and family relationships.

BIOLOGICAL BASIS OF BEHAVIOR

A person competent in the biology of behavior will understand how the chemical processes within the structures of the brain influence behavior. PsyD graduates will be able to:

1. Analyze and apply neuroscience, the physiological bases of behavior and illness, and psychopharmacology

COGNITIVE-AFFECTIVE BASES OF BEHAVIOR

A person competent in cognitive-affective principals will be able to understand how theories in learning, memory and motivation influence cognitive performance. PsyD graduates will be able to:

1. Analyze and apply cognitive science, theories of learning, memory, motivation, and emotion.
2. Integrate the factors that influence an individual's cognitive performance and/or emotional experience.

GROWTH AND LIFESPAN DEVELOPMENT

A person who is competent in growth and lifespan issues will understand the impact of such issues across the lifespan. PsyD graduates will be able to:

1. Evaluate age appropriate child, adolescent, and adult development.
2. Identify and assess atypical patterns of development, and the protective and risk factors that influence development outcomes for individuals.

Clinical Training

Clinical training complements academic course work and provides a range of supervised experience upon which professional competence is established. Clinical training begins in the third year of graduate studies and may include placement in major medical centers, community mental health agencies, psychiatric hospitals, and inpatient facilities. Training is comprehensive and may include psychological assessments, personality and neuropsychological testing and treatment under expert supervision, including clinical sites that serve adults, adolescents, children, and families.

Satisfactory completion of practicum courses is required to advance into an internship. The fourth year of academic study may include an internship. The internship affords a capstone experience in clinical training during the fourth year.

Internship placements, ordinarily at APA accredited or APPIC and CAPIC training sites, must be approved by the Director of Clinical Training at California Southern University.

Clinical Psychology Licensure Requirements

The primary role of California Southern University is to provide the educational requirements for licensure in California. Since licensing requirements change periodically, Learners are advised that they may need to modify their degree plan to conform to current requirements. Learners should maintain contact with the Board of Psychology to remain informed about all licensing requirements. A copy of the current regulations may be obtained by writing to the Board of Psychology:

Board of Psychology

2005 Evergreen St. Suite 1400, Sacramento, CA 95815-3831
Tel: 916-263-2699

Qualifying Examination

This exam is objective and measures basic competencies required to proceed in the PsyD degree program. The exam is taken following the completion of the first 6 courses for the PsyD degree and covers the following areas: psychotherapeutic orientations, psychopathology, ethics, cultural diversity and chemical dependency. A grade of "Satisfactory" is required to proceed in the program. Learners are given three opportunities to pass the examination.

Comprehensive Examination

The Comprehensive Examination provides an opportunity to assess comprehensive academic competence in psychology. Preparing for and taking the examination encourages the integration of all facets of doctoral education completed during the first two years of the program. The examination is considered in evaluating a Learner's readiness to take on the increased professional responsibilities of the practicum placements. Accordingly, a grade of "Satisfactory" is required to accept Practicum placements.



The examination is offered prior to registration in Practicum. Learners are given three opportunities to pass the examination.

Personal Therapy Requirement

Learners who are being trained to become Clinical Psychologists are encouraged to develop insight into personal factors that may affect their performance as clinicians. Faculty Mentors and supervisors encourage greater self-reflection and self-awareness through course work and clinical training. Additionally, a Learner's participation in individual, family or group counseling can be beneficial for personal growth and education. The psychology faculty at California Southern University believe that the requirement of personal therapy is an important component of the doctoral program. The requirement is met by the doctoral Learner participating in a minimum of 24 hours of individual therapy or 40 hours of family or group therapy conducted by a licensed marriage, family and child therapist, licensed clinical social worker, licensed clinical psychologist, or a board-eligible psychiatrist. The Learner has the right to choose his or her own therapist. The therapist must not violate the ethical standards prohibiting dual relationship. The therapist sends a letter, using their own letterhead, to the Dean of the School of Behavioral Sciences stating the number of hours the Learner has completed in therapy. The verification must be received by the Dean prior to enrolling in Practicum. Please consult with the Dean of the School of Behavioral Sciences.

Doctoral Project

An essential feature of a university-based doctoral program is a commitment to scholarship. Learners complete a Doctoral Project that provides an opportunity to study a clinically relevant topic, selecting from a wide variety of approaches to scholarship.

These methods may include a community-based action research project, a critical analysis of the literature, and or a clinical application and analysis. Opportunities exist to conduct research on a topic of individual choice. Learners learn research methods not only for application in professional practice and consultation but to advance scientific knowledge. Learners are given extensive support throughout the Doctoral Project.

Doctor of Psychology Degree Requirements

Courses	Semester Credits
Core Courses:	30
Qualifying Examination:	0
Elective Courses:	15
Comprehensive Examination:	1
Practicum:	6
Doctoral Project Courses:	14
Internship:	0
Total:	66

Program Length: 4 Years

Core Course Requirements		Credits
PSY 87500	Personality Theory	3
PSY 87503	History and Systems in Psychology	3
PSY 87504	Ethical and Professional Issues	3
PSY 87506	Advanced Psychopathology	3
PSY 87508A	Cultural Diversity	3
PSY 87524	Cognition, Emotion and Motivation	3
PSY 87540	Statistical Methods and Analysis	3
PSY 87700	Psychopharmacology (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87701	Physiology Psychology (Prerequisite: PSY 87506)	3
PSY 87702	Psychological Assessment I	3

Qualifying Examination		Credits
PSY 87799	Doctoral Qualifying Examination	0

Elective Courses		Credits
PSY 87100	Applied Sports Psychology I	3
PSY 87101	Applied Sport Psychology II	3
PSY 87110	Current Issues in Sport Psychology	3
PSY 87115	Psychology of Coaching	3
PSY 87120	Enhanced Performance: Preparation / Motivation	3
PSY 87125	Research in Sports Psychology	3
PSY 87509	Advanced Psychology of Marriage and Family Systems (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87513	Psychological Tests and Measurements	3
PSY 87514	Brief Therapy (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87515	Social Psychology	3
PSY 87518	Hypnosis: Theory and Practice (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87519	Psychology of Trauma (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87527	Psychology of Stress and Stress-Related Disorders (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87528	The Psychology of Violence and Domestic Abuse Reporting (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87529	Myers-Briggs Type Indicator (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87530	Dream Analysis	3
PSY 87533	Psychology of Death and Dying	3



PSY 87534	Dual Diagnosis (Prerequisites: PSY 87506)	3
PSY 87535	Attention Deficit / Hyperactive Disorder: Diagnosis and Treatment (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87528	The Psychology of Violence and Domestic Abuse Reporting (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87529	Myers-Briggs Type Indicator (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87530	Dream Analysis	3
PSY 87533	Psychology of Death and Dying	3
PSY 87534	Dual Diagnosis (Prerequisites: PSY 87506)	3
PSY 87535	Attention Deficit / Hyperactive Disorder: Diagnosis and Treatment (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87536	Cognitive-Behavioral Psychotherapy (Prerequisites: PSY 87500 / PSY 87504)	3
PSY 87537	The Psychology of Chronic Illness (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87538	Advanced Psychology of Addiction and Compulsive Behaviors (Prerequisites: PSY 87500 / PSY 87506)	3
PSY 87541	Psychology of Religion	3
PSY 87542	Eating Disorders (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87550	Positive Psychology I (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87551	Positive Psychology II	3
PSY 87552	Diagnosis and Treatment of Individuals with Intellectual Disability and Borderline Intellectual Functioning	3
PSY 87560	Media Psychology: Writing, Publishing and Promoting of a Self-Help Book	3
PSY 87561	Interpersonal Conflict in the Workplace (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87703	Psychological Assessment II (Prerequisite: PSY 87702)	3
PSY 87707	The Psychology of the Mind I: Mind and Body Connection (Prerequisite: PSY 87701)	3
PSY 87708	The Psychology of the Mind I: Mind and Body Connection (Prerequisite: PSY 87707)	3

Comprehensive Examination		Credits
PSY 87800	Doctoral Comprehensive Examination	1

Practicum		Credits
PSY 87704	Practicum I (Prerequisites: PSY 87500 / PSY 87504 / PSY 87506)	3
PSY 87705	Practicum II (Prerequisite: PSY 87704)	3

Doctoral Project Course Requirements		Credits
PSY 89997A	Doctoral Project I	3
PSY 89997B	Doctoral Project I	3
PSY 89998A	Doctoral Project II	3
PSY 89998B	Doctoral Project II	3
PSY 89999	Doctoral Project III	2

Internship*		Credits
PSY 88000	Internship	0

All program requirements for the Doctor of Psychology degree program must be completed through California Southern University in no less than two, nor more than ten years of your initial course enrollment.

*Internship is a required component of the PsyD program, however Learners may submit a request to the Dean of the School of Behavioral Sciences for an exemption from this requirement. (Exemptions may be granted in such cases as the Learner's State Board of Psychology does not require pre-doctoral internship, or if the Learner is already a licensed mental health practitioner and does not wish to pursue further licensure.)

POST-BACCALAUREATE CERTIFICATE PROGRAM

The Post-Baccalaureate Certificate Program is offered by the School of Behavioral Sciences at California Southern University. It is designed for individuals who have already earned a bachelor degree and desire a post-baccalaureate curriculum focused on specific and practical topic areas within the behavioral sciences. Graduate certificates are appropriate for demonstrating mastery of a specific set of topics or applications relevant to personal knowledge, professional development, or preparation to future graduate study. The post-baccalaureate psychology certificates at California Southern University are not graduate degrees nor do they represent a certification to practice as a counselor or psychologist. This is not a degree program, but a certificate program; upon completion of the program requirements, Learners earn a certificate focused in a particular area of study.

The School of Behavioral Sciences offers certificate programs in pastoral counseling, alcoholism and chemical dependency, industrial and organizational psychology and sports psychology.



The objectives of the Post-Baccalaureate Certificate Program are to:

- Promote the incorporation of practical psychological experience with formal academic learning so that shared experiences can create integrated learning.
- Foster growth in intellectual accomplishment and an opportunity to develop an executive level perspective on practices in the behavioral sciences.
- Provide graduate study that does not commit to a full graduate program but allows Learners an option to pursue a graduate degree program upon the successful completion of the post-baccalaureate certificate in the behavioral sciences.
- Promote the acquisition of psychological concepts, principles, standards, and processes as it relates to the behavioral sciences.
- Encourage legal and ethical behavior as it relates to the behavioral sciences.
- Encourage ethical behavior in regards to information technology skills as it applies to mental health environments.
- Promote the analysis and evaluation of information critically and effectively.
- Foster the integration of multicultural awareness of human diversity as it relates to the behavioral sciences.

Post-Baccalaureate Certificate Program Requirements

Courses	Semester Credits
Required Core Courses	18
Total:	18

CERTIFICATE IN PASTORAL COUNSELING

The Post-Baccalaureate Certificate in Pastoral Counseling (CPPC) is designed not only to provide continuing education for baccalaureate degreed professionals in the behavioral sciences, but also to provide other non-behavioral health baccalaureate graduates the opportunity to develop a deeper understanding of existing knowledge within the discipline of psychology. Specifically this certificate explores vital psychological topics of interest to those who want to develop a deeper understanding of theories within pastoral counseling.

While pursuing the CPPC certificate, Learners will be exposed to theoretical models which both reinforce and model humanely delivered, solution-focused skills, supported by cutting-edge scientific research. This certificate explores vital ethical, cultural,

and professional topics of interest to those who want to develop a solid foundation in the field of pastoral counseling.

Required Core Courses		Credits
PSY 87507	Human Sexuality	3
PSY 86509	Psychology of Marriage and Family Systems	3
PSY 86517	Psychology of Aging	3
PSY 86532	Family Systems	3
PSY 86801	Therapeutic Boundaries	3
PSY 87541	Psychology of Religion	3

CERTIFICATE IN ALCOHOLISM AND CHEMICAL DEPENDENCY

The Post-Baccalaureate Certificate in Alcoholism and Chemical Dependency (CPACD) is designed not only to provide continuing education for baccalaureate degreed professionals in the behavioral sciences, but also to provide other non-behavioral health baccalaureate graduates the opportunity to develop a deeper understanding of existing knowledge within the discipline of psychology. Specifically this certificate explores vital psychological topics of interest to those who want to develop a deeper understanding of theories within alcoholism and chemical dependency.

While pursuing the CPACD, Learners will be exposed to theoretical models which both reinforce and model humanely delivered, solution-focused skills, supported by cutting-edge scientific research. This certificate explores vital ethical, cultural, and professional topics of interest to those who want to develop a solid foundation in the field of alcoholism and chemical dependency.

Required Core Courses		Credits
PSY 86511	Alcoholism/Chemical Dependency: Detection and Treatment	3
PSY 86532	Family Systems	3
PSY 86801	Therapeutic Boundaries	3
PSY 87534	Dual Diagnosis	3
PSY 87538	Advanced Psychology of Addiction and Compulsive Behavior	3
PSY 87542	Eating Disorders	3



CERTIFICATE IN INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY

The Post-Baccalaureate Certificate in Industrial and Organizational Psychology (CPIOP) is designed not only to provide continuing education for baccalaureate degreed professionals in the behavioral sciences, but also to provide other non-behavioral health baccalaureate graduates the opportunity to develop a deeper understanding of existing knowledge within the discipline of psychology. Specifically, this certificate explores vital psychological topics of interest to those who want to develop a solid foundation in the theories within industrial and organizational psychology.

While pursuing the CPIOP in industrial and organizational psychology, Learners will be exposed to theoretical models which both reinforce and model humanely delivered, solution-focused skills, supported by cutting-edge scientific research. This certificate explores vital ethical, cultural, and professional topics of interest to those who want to develop a solid foundation in the field of industrial and organizational psychology.

Required Core Courses		Credits
PSY 87508A	Cultural Diversity	3
PSY 87521	Organizational Psychology	3
PSY 87522	Consulting in Mental Health	3
PSY 87529	Myers-Briggs Type Indicator	3
PSY 87536	Cognitive-Behavioral Psychotherapy	3
PSY 87561	Interpersonal Conflict in the Workplace	3

CERTIFICATE IN SPORTS PSYCHOLOGY

The Post-Baccalaureate Certificate in Sports Psychology (CPSP) is designed not only to provide continuing education for baccalaureate degreed professionals in psychological services, but also to provide other non-mental health baccalaureate graduates the opportunity to develop expertise in the field of psychology. It explores vital psychological topics of interest to those who want to develop a solid foundation in sports psychology.

While pursuing the CPSP, Learners will be exposed to theoretical models which both reinforce and model humanely delivered, solution-focused skills, supported by cutting-edge scientific research. This certificate explores vital ethical, cultural, and professional topics of interest to those who want to develop a solid foundation in the field of sports psychology.

Required Core Courses		Credits
PSY 87100	Applied Sports Psychology I	3
PSY 87101	Applied Sports Psychology II	3
PSY 87110	Current Issues in Sports Psychology	3
PSY 87515	Social Psychology	3
PSY 87120	Enhanced Performance: Preparation / Motivation	3
PSY 86801	Therapeutic Boundaries	3

5. SCHOOL OF LAW



MASTER OF SCIENCE IN LAW (MSL)	50
JURIS DOCTOR (JD)	51
SCHOOL OF LAW POLICIES AND PROCEDURES	54





THE SCHOOL OF LAW

The School of Law informs individuals about the law and its effect on society and encourages individuals to serve society's legal needs with integrity and ethical values.

MASTER OF SCIENCE IN LAW

Program Objectives

The Master of Science in Law (MSL) degree program is designed for Learners who seek an understanding of the law and the American legal system but who do not intend to practice law. Learners in the MSL program are required to earn 36 semester credits. The MSL program curriculum covers the major substantive areas of United States law. Learners enrolled in the MSL program will not satisfy the requirements of the California Committee of Bar Examiners (CBE) or become eligible to sit for the California bar exam and become lawyers.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. MSL graduates will be able to:

1. Synthesize complex materials, cases, rules and/or statutes.
2. Compose, organize, and logically present an idea in a format appropriate to the legal field.
3. Utilize standard English effectively.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. MSL graduates will be able to:

1. Determine the nature and extent of the information needed.
2. Evaluate information and its sources critically and incorporate selected information into his or her knowledge base.
3. Utilize information effectively to accomplish a specific purpose.

ANALYTICAL THINKING

A competent analytical thinker evaluates evidence critically, carefully and applies reasoning to decide what to believe and how to act. MSL graduates will be able to:

1. Differentiate among degrees of credibility, accuracy, and reliability on inferences drawn from given data or facts.
2. Assess the strengths and relevance of arguments on a particular question or issue.
3. Appraise and evaluate information in light of a body of

law, applying the law to the facts.

4. Determine whether certain conclusions or consequences are supported by the information provided.
5. Understand the role of legal reasoning as utilized by legal professionals in resolving problems.

LEGAL SCIENTIFIC REASONING

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. MSL graduates will be able to:

1. Generate an empirically evidenced and logical argument.
2. Distinguish a scientific argument from a non-scientific argument.
3. Reason by deduction, induction and analogy.

LEGAL AND PROFESSIONAL ETHICS

A person who is competent in legal and professional ethics behaves and makes decisions that meet a minimum standard of practice for their discipline. MSL graduates will be able to:

1. Analyze the purpose behind legal ethical codes of conduct and rules of professional responsibility.
2. Adhere to the ethical code, professional standards of practice, legal mandates, and guidelines for ethical decision-making.
3. Demonstrate ethical behavior in regard to information and information technology.

LEGAL KNOWLEDGE AND PRINCIPLES

Law school graduates will acquire knowledge of substantive law and other areas of the law to gain an integrated understanding and application of legal principles. MSL graduates will be able to:

1. Acquire sufficient knowledge of the law to effectively utilize professional legal services.
2. Evaluate legal principles and theories in foundational fields of law.
3. Develop an integrated understanding of the law and the American legal system.
4. Understand the function of law and the role of legislation.
5. Develop intellectual accomplishment.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. MSL graduates will be able to:

1. Integrate formal academic learning with personal experiences so that learning is meaningful, personalized, and relates to personal or professional goals.



Master of Science in Law Degree Requirements

Courses	Semester Credits
Required Law Courses:	36
Total:	36

Program Legth: 2 Years

Required Courses		Credits
MSL 6100	Criminal Law	3
MSL 6150	Contracts	3
MSL 6200	Torts	3
MSL 6250	Property	3
MSL 6300	Constitutional Law	3
MSL 6350	Business Associations	3
MSL 6400	Legal Ethics	3
MSL 6450	Wills, Trusts, and Estates	3
MSL 6500	Domestic Relations	3
MSL 6550	Immigration Law	3
MSL 6600	International Law	3
MSL 6650	Intellectual Property	3

Disclosure Required by CBE of the State of California

The method of instruction at this law school for professional law degree programs other than for the Juris Doctor degree is principally by correspondence.

Completion of a professional law degree program at this law school other than for the Juris Doctor degree does not qualify a student to take the California Bar Examination or to satisfy the requirements for admission to practice law in California. It may not qualify a student to take the bar examination or to satisfy the requirements for admission to the practice of law in any other jurisdiction. A student intending to seek admission to practice law should contact the admitting authority in the jurisdictions where the student intends to seek to qualify to sit for the bar examination or for admission to practice for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.



JURIS DOCTOR

Program Objectives

The primary purpose of the Juris Doctor (JD) degree is to provide the education and professional training for those who wish to become lawyers. The California Southern University School of Law is registered as an unaccredited correspondence law school with the Committee of Bar Examiners (CBE) of the State Bar of California. This allows graduates of the JD program who have complied with Title 4, Division 1 of the *Rules of the State Bar of California (Admissions Rules)* to sit for the California Bar Exam.

Program Outcomes

COMMUNICATION

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. JD graduates will be able to:

1. Synthesize complex materials, cases, rules and/or statutes.
2. Assimilate, organize, develop, and present an idea or argument in a format appropriate to the legal field.
3. Utilize standard English effectively.

INFORMATION LITERACY

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. JD graduates will be able to:

1. Determine the nature and extent of the information needed.
2. Evaluate information and its sources critically and incorporate selected information into his or her knowledge base.
3. Utilize information effectively to accomplish a specific purpose.

ANALYTICAL THINKING

A competent analytical thinker evaluates evidence critically, carefully and applies reasoning to decide what to believe and how to act. JD graduates will be able to:

1. Assess the strengths and relevance of arguments on a particular question or issue.
2. Discriminate among degrees of credibility, accuracy, and reliability on inferences drawn from given facts.
3. Appraise and evaluate information in light of a body of law, applying the law to the facts.
4. Analyze a given fact pattern according to established legal principles and consider the implications of alternative solutions.
5. Discern material facts from immaterial facts.
6. Determine whether certain conclusions or consequences are supported by the information provided.
7. Understand the role of legal reasoning as utilized by legal professionals in resolving problems.



LEGAL RESEARCH (SCIENTIFIC REASONING)

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. JD graduates will be able to:

1. Generate an empirically evidenced and logical argument.
2. Distinguish a relevant argument from a non-relevant argument.
3. Reason by deduction, induction and analogy.
4. Generate a cohesive and logical research design.

LEGAL AND PROFESSIONAL ETHICS

A person who is competent in legal and professional ethics behaves and makes decisions that meet a minimum standard in the field of Law. JD graduates will be able to:

1. Demonstrate ethical behavior towards clients in the field of law and in the community.
2. Adhere to the rules of professional responsibility, ethical codes, legal mandates, and guidelines for ethical decision-making.
3. Demonstrate ethical behavior in regard to information and information technology.

LEGAL KNOWLEDGE AND PRINCIPLES

Law school graduates will acquire knowledge of substantive law and other areas of the law to gain an integrated understanding and application of legal principles. JD graduates will be able to:

1. Evaluate legal principles in traditional fields of law.
2. Develop an integrated understanding of the law.
3. Demonstrate an ability to evaluate the appropriate rule of law and legal theories raised by the facts and call of the question.
4. Understand the function of law and the role of legislation.
5. Evaluate legal doctrines pertinent to the solution of a problem.
6. Demonstrate an understanding of the pertinent principles and theories of law, their connection, qualifications, and limitations.
7. Gain the knowledge necessary to sit for the California Bar Examination and to practice law in the State of California.

PERSONAL DEVELOPMENT

An individual engaged in personal development strives for physical well-being and emotional maturity. JD graduates will be able to:

1. Integrate formal academic learning with personal experiences so that learning is meaningful, personalized, and relates to personal or professional goals.

Degree Requirements of the Juris Doctor Program

The Juris Doctor (JD) requires a minimum of 88 semester credits. Completing the assigned law courses in the required sequence and time frame satisfies the 88 semester credit requirement for graduation with the Juris Doctor degree and meets the requirements of the California Committee of Bar Examiners (CBE).

Courses	Semester Credits
Required Courses:	80
Elective Courses:	8
Total:	88

Program Length: 4 Years

Required Core Courses		Credits
1L Required Courses		
LAW 5101	Introduction to Law	1
LAW 5110A	Torts I	3
LAW 5110B	Torts II	5
LAW 5111A	Contracts I	3
LAW 5111B	Contracts II	4
LAW 5115	Criminal Law	4
LAW 5120A	Legal Writing I	2
LAW 5120B	Legal Writing II	2
2L, 3L and 4L Required Courses		
LAW 5116	Criminal Procedure	4
LAW 5117	Legal Research	4
LAW 5121	Civil Procedure	4
LAW 5123	Constitutional Law I	4
LAW 5124	Constitutional Law II	4
LAW 5125	Property I	4
LAW 5126	Property II	4
LAW 5131	Wills, Trusts, and Estates	4
LAW 5132	Community Property	4
LAW 5133	Business Associations	4
LAW 5134	Professional Responsibility	4
LAW 5135	Evidence	4
LAW 5141	Remedies	4
LAW 5143	Uniform Commercial Code	4



Elective Courses		Credits
LAW 5142	Federal Income Taxation	4
LAW 5144	Corporate Taxation	4
LAW 5157	Environmental Law	4
LAW 5158	Domestic Relations	4
LAW 5167	Alternative Dispute Resolution	4
LAW 5171	Real Estate Transactions	4
LAW 5198	Legal Externship	3-4
LAW 5199	Research Project	1-4

Preparation for the Study of Law

The School of Law does not recommend any particular pre-law course of study. Many law Learners benefit from a diversified background not necessarily limited to formal academic pursuits. Success in law school requires the capacity to read and comprehend accurately, to think precisely, to analyze complex facts, and to communicate clearly and intelligently. Undergraduate work should be directed toward acquiring and developing these skills in both depth and breadth. Building on these skills, law students are trained to view problems from several perspectives and to formulate solutions which balance competing social, economic, and legal values.

Learners seeking to practice law as an attorney in California must complete a degree plan that complies with the course and time requirements of the CBE. California Southern University is registered as an unaccredited correspondence law school with the CBE of the State of California, which enables its Learners to sit for the California Bar Examination. At this time, graduates are not eligible to sit for the bar examination in other states. However, membership in the California Bar may enable the attorney to practice law in some federal courts.

Studying Law but not Preparing to Practice Law

A Learner who wants to know more about the law, who seeks an education in law, but who is not interested in becoming a licensed attorney and practicing law may enroll in the MSL program. (See above.)

Required Disclosure

The method of instruction at this law school for the Juris Doctor (JD) degree program is principally by correspondence. Students enrolled in the JD degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code §6060(h) and Rule 4.55 of the State Bar of California's *Admissions Rules* as part of the requirements to qualify to take the California Bar Examination.

A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's JD degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's JD program, but will receive credit for only one year of legal study.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or to satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in a jurisdiction other than California should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

Books and Materials

California Southern University uses the same legal case books for the JD degree program as are used at major law schools around the nation. All Learners are required to purchase their own books. The price of individual books varies; however, the average cost for required textbooks (including all case books and study guides) is approximately \$900 - \$1,200 per academic year. Purchasing additional recommended books and study materials is optional and can increase costs significantly. Many books and materials can be purchased through a local bookstore. An arrangement has been made with an online book supplier to coordinate and sell all required and recommended books to Learners.

Computerized Legal Research

Westlaw and LexisNexis are major online legal research tools. The School of Law contracts with both companies and makes these tools available to law Learners as appropriate. A growing variety of free online legal research tools is also available.





Requirements of the Committee of Bar Examiners

All persons seeking admission to practice law in California are required to register with the CBE within three months after beginning their study of law. This is the exclusive responsibility of the Learner and will not be assumed by California Southern University or the School of Law. To sit for the California Bar Examination, distance Learners must complete four years of law study. To receive credit from the Bar for each year of study, a Learner must have completed the year of study in not less than 48, nor more than 52 consecutive weeks, received passing grades in all assigned courses and spent a minimum of 864 hours in preparation and study. Four such years are required to earn the Juris Doctor degree. To receive credit for one-half year of study by instruction in law, a Learner must have received passing grades in courses requiring not less than 432 hours of preparation and study during a period of not less than 24 nor more than 26 consecutive weeks (which will generally include three courses).

Upon completion of the first year, every law Learner who is studying for the California Bar Examination is required to take the First-Year Law Students' Examination (FYLX, also known informally as the "baby bar"), administered by the CBE in June and October of each year. Learners must register for the FYLX by the deadlines published by the CBE. Learners must also submit payment to California Southern University for the FYLX Processing Fee. (See also "First-Year Law Students' Examination" under the School of Law section titled "Policies and Procedures" below.)

Note: The California Bar's website includes a wealth of free information regarding the FYLX and general bar examinations, including many sample questions and sample answers. These are a great help in your preparation and study for your law school examinations as well as for the FYLX and general bar examination.

Compliance with the **Admissions Rules** is the responsibility of each Learner intending to take the California Bar Examination. The full text of Title 4, Division 1 of the **Rules of the State Bar of California** and the Registration Application are available online at the official website for the State Bar of California, www.calbar.ca.gov.

Other Costs Associated with Juris Doctor Study

In addition to the costs of law school, law students planning to take the California Bar Examination must pay certain fees to the State Bar of California. For example, there are fees for registration as a law student, registration for the FYLX, registration for the general bar examination, determination of moral character, and the multi state professional responsibility examination, among others. Fee information may be found on the official website for the State Bar of California Committee.

Bar Eligibility Information

Learners seeking information about Bar eligibility requirements should utilize the official website for the State Bar of California www.calbar.ca.gov, which contains a wide array of relevant information.

SCHOOL OF LAW POLICIES AND PROCEDURES

Academic Standing, Disqualification, and Advancement

JD Learners must maintain a cumulative grade point average (CGPA) of 2.0 or higher in order to be considered in good standing. A JD Learner whose CGPA falls below 2.0 will be placed on academic probation (see below) and those who fail to satisfy the terms of academic probation will be academically disqualified. JD Learners are evaluated each year for advancement to the next year of law study and will be allowed to advance if they are in good standing. Learners on academic probation may advance to the next year of law study while on probation. However, a JD Learner will not be eligible to advance to the second year of law study if he or she is not in good standing. Such a Learner may only advance to the second year of law study after passing the First-Year Law Students' Examination. In order to graduate from the JD program, a Learner must be in good standing.

Academic Integrity

Any violation of academic integrity shall be viewed as a serious infraction of the rules and regulations of the School of Law. Violations of academic integrity shall include, but are not limited to, dishonesty in the examination process and plagiarism in assignments and written work. Plagiarism is portraying the ideas or work of another as one's own without proper attribution. It is not permissible, for example, to paraphrase an opinion from another source without specific acknowledgment. Attorneys are advised to avoid not only impropriety, but also the appearance of impropriety. (See also the section titled "Academic Integrity" in the Academic, Administrative and Financial Policies and Procedures chapter of the University Catalog.)

Academic Probation

A JD Learner may be placed on academic probation for failure to make satisfactory academic progress. A JD Learner placed on probation for failure to make satisfactory academic progress must show an improvement in cumulative grade point average (CGPA) in each semester after being placed on probation and must raise his or her CGPA to 2.0 by the Learner's final semester. The conditions of the academic probation will be specified to the JD Learner in writing. A record of academic probation is maintained in the Learner's official file. Failure to satisfactorily meet the conditions of Academic Probation will result in dismissal from the University.



Law Learner Conduct and Discipline

A Learner may be disciplined for conduct unbecoming of a law Learner. This includes violating rules and regulations of the School of Law or California Southern University, engaging in illegal activity involving moral turpitude (such as dishonesty, fraud, deceit, and misrepresentation), dishonest conduct in the academic process (such as plagiarism or cheating on exams), or any other conduct which reflects adversely on the Learner's fitness to practice law. Discipline may include, but is not limited to, denial of credit for one or more assignments, cancellation of an examination, denial of course credit, probation, suspension, or dismissal from the University. Additionally, the School of Law will be duty bound to report any misconduct to the State Bar of California Office of Admissions during the investigation of the Learner's moral character.

A Learner subject to discipline will receive written notice of the specific charges and proposed disciplinary measure(s) to be taken by the University. The Learner will have 10 business days in which to contest the charges. If the Learner does not contest the charges, he/she will receive a final written determination within 10 business days, including a statement of the facts, conclusions, and any discipline imposed on the Learner. Though not required, the Learner may request a hearing before a panel consisting of disinterested members of the faculty, administration, and one Learner. The Learner may be assisted at such a hearing by counsel and may call witnesses in his/her defense. The Learner will receive a final written determination within 10 business days of such a hearing, including a statement of the facts, conclusions, and any discipline imposed on the Learner. The written determination may not be appealed.

The process described above applies only to the School of Law. To the extent this policy conflicts with the section titled "Academic Integrity" near the end of the University Catalog, this policy shall be controlling for Learners in the School of Law. The School of Law's imposition of Learner discipline policy does not apply to academic probation or disqualification, other failures to meet academic standards, or to failure to pay tuition, fees, or charges billed to the Learner.

Dismissal

California Southern University, through its various faculties or committees, reserves the discretionary right to dismiss any Learner from the School of Law and from California Southern University for failure to maintain a satisfactory academic record or for unacceptable personal behavior, as determined by the School of Law and/or California Southern University.

In addition to the University policy set forth, A Learner may be dismissed for, among other things, any of the following reasons:

1. Falling below a cumulative grade point average (CGPA) of 2.0 on all work taken through the end of semester in which he or she completes one-half of the requirements for a degree, whether or not the Learner is a degree candidate, and falling below a CGPA of 2.0 at the end of any semester thereafter.

2. Failing to satisfy the terms of academic probation (this results in academic disqualification).
3. Failure to pass the FYLSX within the Learner's first three opportunities to sit for the examination.

The faculty may, at its discretion, for any reason it deems sufficient, refuse to recommend a candidate for a degree. The Dean of the School of Law or the Dean's designee, may, for any reason deemed sufficient in the Dean's discretion, refuse to allow any Learner to continue in the program.

Examinations

Written examinations are given to award grade credit for performance and generally represent more than half of the course grade in the JD program. Examinations are taken under the supervision of a proctor approved by the Dean's office. Exams are also timed, in order to acquaint Learners with the examination procedure required for the California Bar Examination. Most examinations consist of essay questions and multiple-choice questions. Essay examinations should be completed on a computer, though Learners who wish to do so may write their examinations by hand. Learners may inspect and copy examination questions and their answers to those questions (other than for multiple-choice, true / false, and similar tests) for 15 days after grades are recorded. Learners may compare their answer sheets to the answer key for multiple-choice, true / false, and similar tests for 15 days after grades are recorded.

All final examinations are proctored examinations. The Proctor is responsible for receiving the examination, verifying the Learner's identity through government-issued photo identification, administering the examination within the time allotted, and mailing the examination with the examination answers back to the University. The Proctor must ensure that no outside materials are used by the Learner during the examination, unless otherwise instructed. While the Proctor must make and retain a copy of the Learner's examination answers, under no circumstances is it permissible to make a copy of the examination itself. The Proctor must mail the Learner's examination and examination answers to the University immediately after the examination has been completed. Examinations and examination answers must be received by the University within five business days of the date the examination is administered, unless the examination is being mailed internationally. Examinations not received by the University within five business days will not be accepted.

Examinations are mailed to the Proctor two weeks prior to the course end date. The deadline to take a final examination is the course end date (unless the Learner has requested and received an extension).



Proctor Designation

Each Learner is responsible for designating his or her proctor no later than two weeks prior to the course end date. A proctor can be any person who is:

1. At least 18 years of age or older,
2. not related to the Learner by blood or marriage,
3. not a member of the Learner's household,
4. not a Learner currently enrolled at California Southern University, and
5. not a colleague whose work is supervised by the Learner at the Learner's place of business or employment.

Learners must download the Proctor Designation Form from the *CalSouthern Learning Center* under 'University Resources'. Both the Learner and his or her Proctor must review the examination rules and policies set forth in the form. The form must be completed and signed by both the Learner and the Proctor. The form must be returned (via mail, facsimile, or e-mail) to the School of Law Academic Advisor for approval no later than two weeks prior to the course end date.

Grading

Most courses in the School of Law are offered on a graded basis. However, certain courses may be completed on a Credit / No Credit basis. A maximum of 12 semester credits of Credit / No Credit work may be counted toward the JD degree and a maximum of 6 semester credits of Credit / No Credit work may be counted toward the MSL degree. (See also the section titled 'Grading System' in the University Catalog.) California Southern University provides one-on-one mentoring to Learners, with assignments and examinations submitted directly to the Faculty Mentors via the Learner website; therefore anonymous grading is not feasible and is not used.

Grade Review

If a Learner believes that an examination or final course grade resulted from unfairness, a departure from established grading policy, or a clearly shown mistake, and the Learner presents credible evidence in support of such claim to the Dean of the School of Law within 15 business days after the grade is recorded, the Learner may request a review of the grade in question. The claim will be considered by a Grade Review Committee comprised of disinterested law faculty. The process described above applies only to the School of Law. To the extent this policy conflicts with the section titled "Learner Right to Appeal a Grade" near the end of the University Catalog, this policy shall be controlling for Learners in the School of Law.

First-Year Law Students' Examination

All JD Learners are required to take and pass the First-Year Law

Students' Examination (FYLSX) after completing the first year of law study. The subjects covered on the FYLSX are Criminal Law, Contracts, and Torts.

Learners sitting for the FYLSX must also pay the FYLSX Processing Fee (see the section titled "Tuition and Fees" near the end of the University Catalog). A JD Learner who does not pass the (FYLSX) within three (3) administrations after first becoming eligible to take the examination will be disqualified from the JD program and dismissed from School of Law. A Learner who passes the FYLSX within three (3) administrations after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A Learner who does not pass the FYLSX within three (3) administrations after first becoming eligible to take it, but who subsequently passes, is eligible for re-enrollment in the School of Law's JD program, but will receive credit only for one year of legal study.

Baby Bar Leave of Absence

For Learners taking the FYLSX, California Southern University has a procedure known as Baby Bar Leave of Absence (BBLOA) which allows law Learners to pause in their studies, after completing their first year of law study, without violating California Southern University's policy requiring continuous enrollment. This procedure is not automatically invoked; the Learner must ask to be placed on BBLOA.

A Learner on BBLOA who is ready to resume taking classes need only request his/her next course(s); the Learner will be enrolled in the course(s) and taken off BBLOA. The Learner may remain on BBLOA until the third opportunity to take the FYLSX has passed, including time to receive the examination results, at which time (up to 18 months later) the BBLOA expires. When that occurs the Learner may resume his/her studies (if he/she passed the FYLSX) or will be subject to dismissal under the "First-Year Law Students' Examination" policy above. BBLOA policy allows a Learner in good standing to move in and out of BBLOA status if it is requested, until after the third opportunity to take the FYLSX passes.

If the Learner does not pass the FYLSX within the first three opportunities and has taken courses after the first year, those courses will not be considered by the CBE and must be repeated. If this arises, the Learner is charged the regular tuition to repeat the courses. The terms and conditions of the original enrollment agreement signed by the student remain in effect through BBLOA, with tuition subject to change.

Course Repetition

When a law Learner receives a grade of "D+" or lower in any course(s) required for graduation in the JD program, such course(s) must be repeated. Courses for which the law Learner received a grade of 'C-' or higher may not be repeated except under the following circumstances:

1. The course was taken in the second year of law study;
2. The Learner was academically disqualified for failure to pass the First-Year Law Students' Examination (FYLSX) within three administrations after first becoming eligible to take the examination;



3. The Learner subsequently passed the FYLSX; and
4. The Learner is re-enrolled in the University.

The Learner will only receive credit for the repeated course. Once the course has been repeated, and the Learner receives a passing grade, the new grade will replace the original grade, which will not be used in computing the Learner's cumulative grade point average (CGPA). This will have the effect of raising the Learner's CGPA and may be used to prevent academic disqualification, to satisfy the terms of academic probation, to qualify the Learner for advancement, and to bring the Learner into good standing and qualify him/her for graduation.

Transfer Learners

California Southern University welcomes transfer Learners from other law schools and generally grants credit for previous law study in accordance with the standards of the CBE. (See also the section titled "Admission Requirements for the Juris Doctor Degree" at the beginning of the University Catalog.)

Applicants seeking advanced standing should have an official transcript of all previous law study submitted with the Application for Admission. An applicant who wishes to be admitted to the JD program in the School of Law as a transfer student must obtain from the CBE within 45 days of admission an Evaluation of Law Study Completed and Contemplated. (This evaluation examines past law study and the courses proposed to be taken at CalSouthern and determines whether this combined work will meet the requirements of the CBE). California Southern University will assist transfer Learners in the preparation of a proposed plan of study. International Learners must provide a credential evaluation of all transcripts, obtained from a credential evaluation service approved by the CBE; transfer credit is not likely to be awarded for law school work outside the United States.

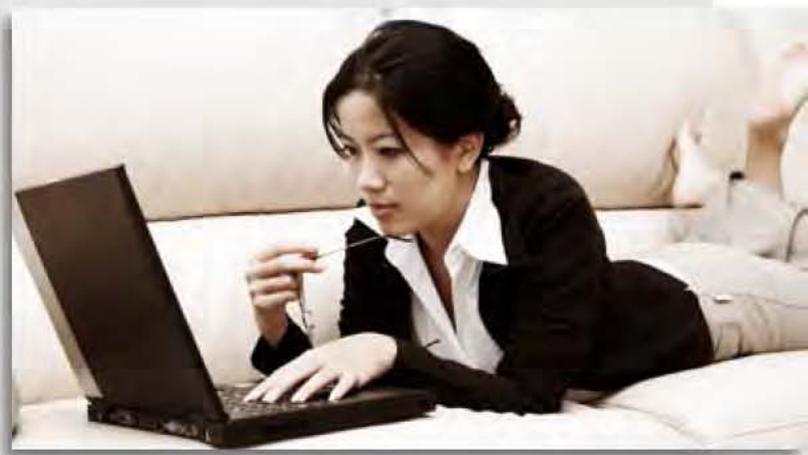
Changes to Regulations

California Southern University and the School of Law reserve the right to change the program of instruction, the requirements for credits or degrees, and any University or School of Law regulation, policy or procedure. Any such change may be made applicable to Learners already enrolled in the School of Law.

6. COURSE DESCRIPTIONS



UNDERGRADUATE GENERAL EDUCATION COURSES	60
SCHOOL OF BUSINESS	
Undergraduate Course Descriptions	63
Graduate Course Descriptions	71
SCHOOL OF BEHAVIORAL SCIENCES	
Undergraduate Course Descriptions	77
Graduate Course Descriptions	78
SCHOOL OF LAW	
Master of Science in Law Course Descriptions	86
Juris Doctor Course Descriptions	87





UNDERGRADUATE GENERAL EDUCATION COURSES

ENG 14 Undergraduate Academic Writing and Research Skills

1 Credit

This course covers the principles of academic writing and advanced research skills at the undergraduate level. In terms of the writing process, emphasis is placed on critical reading, proper attribution of sources to avoid plagiarism, and developing proper writing techniques. In addition, the course focuses on obtaining research skills while becoming familiar with the University Library resources and the University Writing Center.

ENG 60 Graduate Academic Writing and Research Skills

1 Credit

This course covers the process and principles of academic writing at the postgraduate level. In terms of the writing process, emphasis is placed on critical reading, proper attribution of sources to avoid plagiarism, and developing proper writing techniques. In addition, the course focuses on obtaining research skills while becoming familiar with the University Library resources and the University Writing Center. This course also provides guidance on developing strong organization skills and managing your research literature.

ENG 1101 English Composition I

3 Credits

This course is an introductory course in college writing, emphasizing writing as a process. It focuses on generating and organizing ideas, conducting library research, developing paragraphs, improving sentence structure; reviews conventions of punctuation, grammar, spelling, and usage as needed.

ENG 1102 English Composition II

3 Credits

Prerequisite: ENG 1101

This course focuses on applied writing using references, citations, and a bibliography. It includes writing a research paper. It enables the Learner to develop skills of narrowing the subject, note-taking, reading for research, developing a research strategy and library research techniques.

ENG 1200 American Literature

3 Credits

This course covers selected works in American literature from the 1880's to the Present. Emphasis is placed on the historical, cultural, and literary analysis of selected prose, poetry, and drama. The aim of this course is to give the student an overview of American writers, literature, and literary trends. Upon completion, Learners should be able to interpret, analyze, and respond to literary works within their historical and cultural context.

ENG 1406 Professional and Technical Writing

3 Credits

Prerequisite: ENG 1102

The course will prepare Learners for their professional lives in scientific, technical, or public service fields by helping them organize their knowledge while exploring ways of applying it, thus developing their professional expertise. A variety of media and formats will be studied, including websites, e-mails, proposals, memos, and instructions.

HU 1104 The Art of Wondering

3 Credits

This is a course that teaches philosophy in a way that is as interesting as it is enlightening. By applying philosophic thinking tools to a host of original ideas gleaned from the world's foremost thinkers, it will expose you to a wide range of perspectives and attitudes. The course nurtures analytical skills while critically engaging Learners in the question of some of life's true meanings.

HU 1120 Introduction to Humanities I

3 Credits

This course is an inquiry into the study of the humanities that focuses on the concept of cultural roots. It emphasizes the Learners personal growth and takes place on three levels – historical, aesthetic, and philosophical. The course has an interdisciplinary approach to the comparative humanities, including a study of literature, philosophy, music, the visual arts and history. The Learner will develop an understanding and appreciation of man's cultural heritage from the beginning of time to the Renaissance.

HU 1421 Introduction to Humanities II

3 Credits

This course continues the Learner's inquiry into the study of the humanities with a focus on the concept of cultural roots. This course emphasizes the Learner's personal growth and takes place on three levels – historical, aesthetic, and philosophical. The Learner will understand and appreciate man's cultural heritage from the beginnings of modernity in the Renaissance, the seventeenth century Baroque Age, the eighteenth century European Enlightenment, Romanticism, the nineteenth century Industrial Revolution to the Modernist and Postmodernist movements in the twentieth and twenty-first centuries.

HU 1205 Introduction to Theater

3 Credits

This course is designed to give Learners a broad based survey of theater arts and explore the professional aspects of the theater. The focus of this course is to compare, contrast and examine the aspects of live theater including dramatic structure, theater production, history and performance.

HU 1410 World Religions

3 Credits

This course is an introduction to the historical, geographic, mythical, ritual, psychosocial, anthropological, and doctrinal differences among the major world religions is presented. The focus is on perspectives and practices revolving around the educational value of studying religions and encountering diversity.



HU 1130 Critical Thinking

3 Credits

This course examines a wide variety of deliberative processes that will enable the Learner to evaluate claims and arguments in everyday life. It integrates inductive and deductive logic; examines non-argumentative persuasion, pseudo-reasoning, and a variety of topics relevant to the task of making sound decisions and problem solving.

MATH 1105 Mathematics for Business

3 Credits

This course provides the Learner with the opportunity to develop skills in business math transactions. The focus of this course will be on percents, discounts, markups and markdowns on retail prices, payroll, simple interest and maturity value, discount notes, and the metric system.

MATH 1110 College Mathematics

3 Credits

This course is designed to be a math course covering topics that are essential for Learners in any discipline. Topics to be covered are arithmetic, measurement, data analysis, introductory algebra and signed numbers.

MATH 1115 Pre-Calculus

3 Credits

Pre-Calculus provides the concepts and skills that should be mastered before enrollment in a college-level calculus course. The Learners will study and explore the following types of mathematical functions: linear; polynomial, exponential, logarithmic, and trigonometric. In addition Learners develop problem solving and critical thinking skills.

MATH 1200 Algebra

3 Credits

This course focuses on the practical application of numeric, algebraic, and graphic techniques of algebra using equations and inequalities, graphs, polynomials, exponential and logarithmic functions, and sequences, series, and probability analysis.

MATH 1215 Calculus

3 Credits

Prerequisite: MATH 1115

Calculus has been referred to as classical math going back to Archimedes (around 225 BC) but was developed into what it is now in the late 1600's by Newton and Leibnitz. This course emphasizes skills, theory, and applications. Course topics include: functions and graphs, limits and continuity, differentiation and integration of algebraic, logarithmic, and exponential functions; the mean value theorem; and antiderivatives. Graphing calculators are recommended.

MATH 1305 Statistics for the Behavioral Sciences

3 Credits

This course introduces the Learner to the basic design methodologies and statistical techniques used in behavioral sciences. Some of the topics considered are mixed and correlation

designs, analysis of variance and data collection procedures. These topics are divided into two parts: descriptive statistics and inferential statistics.

NS 1103 Introduction to Geology

3 Credits

This course studies the physical processes and serves to introduce the geological forces at work in the environment. It covers such topics as weathering, soil, rocks, ground water, glaciers, earthquakes, mountain building and geologic time.

NS 1105 General Biology

3 Credits

This course explores the principles of cellular life, inheritance, and evolution in the context of biodiversity. Further, it investigates how plants and animals function. Ecology is also introduced as a discipline of the biological sciences, introducing such concepts as the ecosystem and biosphere as relevant to the course.

NS 1106 Health and Nutrition

3 Credits

This course gives an overview of the personal responsibility of health for a lifetime of physical, psychological, emotional and social well being. An important theme is prevention. It discusses the necessary skills you need, the habits you form, the choices you make, the ways you live day by day to shape your health and your future.

NS 1107 Environmental Science

3 Credits

This course provides an overview of earth environments (physical, geological, hydrologic, atmospheric, and biological) and their interactions; modifications (use and misuse) of the physical environment; current environmental issues. Learners will gain an awareness of the importance of Earth's systems in sustaining our daily lives, plus the scientific foundation and tools needed to apply critical thought to contemporary environmental issues.

NS 1203 Physical Geography

3 Credits

This course examines spatial elements of the physical environment; its air, water, climate, landforms, rocks, soils, plants, ecosystems, and biomes – and how we interact with these elements. Learners are introduced to the nature and characteristics of these elements, their distribution over the earth, and their interrelationships. It is the study of the natural world around you.

NS 1205 Introduction to Oceanography

3 Credits

Oceans cover seventy percent of the Earth's surface, regulating our climate and maintaining our atmosphere. This course is designed to provide an introduction to Oceanography by highlighting several components of the marine environment. Topics include: extent of the oceans, waves, currents, and tides, plant and animal life of the sea, the nature and topography of the oceans, and the relationship between oceans and weather and climate. There will be a strong emphasis on understanding the basic ocean processes.

**NS 1400 Anthropology**

3 Credits

This course uses global and holistic perspectives to examine the economic, social, political, cultural and ideological integration of society. It is the study of people of all periods beginning with the immediate ancestors of humans through the development of humans until the present.

SS 1102 United States Government

3 Credits

The course will present the fundamentals of the US government, covering the structure and function of our political systems. An emphasis is placed on the national government, with comparisons and contrasts made to state and local government. Learners will study the foundations of democracy, the role and use of power and authority as held by different groups over time, the three branches of government, political participation and behavior, and more.

SS 1103 United States History to 1877

3 Credits

This course examines United States history from European settlement through the Civil War. The focus of this course will be on the political and economic history of the United States. Topics to be covered will include: development of American slavery; consequences of the American Revolution; industrial growth; and the Civil War.

SS 1104 United History 1877 to Present

3 credits

This course examines United States history from the end of the Civil War to the present. The focus will be on the central ideas and conflicts which shaped American society since the Civil War. Topics to be covered will include: Reconstruction; industrialization; two world wars; the depression; the women's movement, civil rights; the cold war and the political environment to the present.

SS 1107 African American History to 1877

3 credits

This course looks at African American History from the age of discovery through the reconstruction period. This course emphasizes the events, people, and ideas that have made an historical contribution. The primary focus of this course is for Learners to gain a deeper understanding of the meanings of freedom, liberty, equality, and citizenship by understanding the experiences of African Americans and by analyzing the historical concerns. African Americans are not a separate people with a separate history but are American – this course will also look at how African Americans has shaped the U.S. political, social, and economic landscape through reconstruction.

SS 1108 African American History 1877 to Present

3 credits

This course presents to Learners historical concerns, interests, and problems confronting African Americans from reconstruction to the present. The African American historical experience and their contributions to the United States history since 1877 are examined.

This course is an interpretation of past human interactions and their consequences; it makes clear that the study of history demands imagination and critical thinking. The textbook provides a solid framework for understanding African American history within the context of American History.

SS 1200 Sociology

3 Credits

This course is an introduction to the systematic study of human society. It examines the nature and scope of sociology, its terminology and concepts; studies sociological perspectives, social processes, social institutions, development of society, and characteristics of social life. Learners are introduced to the basic processes of human interaction that result in social change.

SS 1203 Cultural Geography

3 Credits

This course is an introduction to contemporary cultural geography. It is the study of the relationships among people, culture, and the environment; where and why human activities are located where they are. The focus of this course will be on the role of space, place, community, and region in relation to identity and cultural and social issues.

SS 1205 Women's History in America

3 Credits

This course is designed to be an analysis of the role women has played throughout United States History. This course will examine broad themes including domesticity, suffrage, health, employment, race, war and feminism and how these broad themes have affected women's lives in the United States. This course will move chronologically through American History focusing on the expectations and changing roles of women and, how differently history looks when viewed with a women's perspective.

SS 1217 Cultural Anthropology

3 Credits

This course introduces the Learner to the study of diverse human cultures leading to an understanding of the concept of culture and its importance to understanding human behavior. Topics include language, kinship, gender, economics, politics, ecology, and religion. The emphasis is on understanding each culture from its own point of view rather than from our own.

PSY 2300 Introduction to Psychology

3 Credits

This course introduces the major concepts, problems and methods that psychologists use to investigate and understand the human mind. The focus of the course content is on six major topics of modern psychology: physiological psychology, learning, cognitive psychology, developmental psychology, abnormal/clinical psychology, and social psychology.



SCHOOL OF BUSINESS

Undergraduate Course Descriptions

ACT 2102 Principles of Accounting I

3 Credits

This course examines the fundamental concepts and procedures used in the preparation of the basic financial statements of business entities. It covers generally accepted accounting principles, accounting terminology, and the usefulness of financial statements. Emphasis is placed on accounting for sole proprietorship. Topics covered include: the accounting cycle, financial statements, control of cash inventories, plants assets, current liabilities and payroll accounting

ACT 2104 Principles of Accounting II

3 Credits

Prerequisite: ACT 2102

This course is a continuation of ACT 2102. It examines reports and information needed by the management of a business to make good decisions. Emphasis is on accounting for corporations and partnerships.

ACT 2150 Managerial Accounting

3 Credits

This course emphasizes the uses of accounting data internally by managers in directing the affairs of business and non-business organizations. It focuses on the needs of the manager for financial information and timely reports on the firm's operations in order to make sound managerial decisions.

ACT 2451 Intermediate Accounting I

3 Credits

Prerequisite: ACT 2104

This is the first of two in-depth financial accounting courses. The course includes a review of basic financial statements, income statement, statement of cash flows and the balance sheet, specifically asset accounts. Theories, the conceptual framework, development of generally accepted accounting principles, and applications are stressed.

ACT 2452 Intermediate Accounting II

3 Credits

Prerequisite: ACT 2451

This is the second of two in-depth financial accounting courses. This course continues accounting principles and theory with emphasis on accounting for fixed assets, intangibles, corporate capital structure, long-term liabilities, and investments. Theories, concepts, and applications are stressed.

ACT 2453 Cost Accounting

3 Credits

Prerequisite: ACT 2102

This course serves as an introduction to the fundamentals of cost accounting, with emphasis on costing systems in the service, merchandising, and manufacturing sectors. The use of budgets and standards are studied as keys to planning and control, including flexible budgets and variance analysis. The use of cost information for various decision and control purposes is also studied.

ACT 2467 Auditing

3 Credits

Prerequisite: ACT 2102

This course is an introduction to generally accepted auditing standards, concepts of internal control, analysis and tracing of financial transactions, and opinions expressed on the fair presentation of financial statements by certified public accountants.

BUS 2413 Business Statistics

3 Credits

This course provides an introduction to the construction and use of statistical models for business management; it applies descriptive and inferential statistics to business and economic problems. Topical coverage includes summarizing data, measures of central tendency, dispersion, probability, probability distribution, normal distribution, sampling, hypothesis testing, correlation, regression, and chi-square analysis.

BUS 2300 Introduction to Business

3 Credits

This course explores the world of business and economics, the ethical and social responsibility issues that affect business firms and our society, and the increasing importance of international business. Topics include trends in business today, entrepreneurship, management and organization, producing quality goods and services, human resources, marketing, acquiring, organizing, and using information, accounting, finance and investment, financial management, and personal finances and investments.

BUS 2301 Basic Business Law

3 Credits

This course presents basic legal principles to familiarize Learners with the everyday procedures in business. Topics include: contracts, personal property, sales, negotiable instruments, agency and employment, business organization, risk-bearing devices, and real property.

BUS 2405 Career Management and Personal Marketing

3 Credits

This course explores the basic concepts of career planning, self-assessment, career exploration, and career decision-making, as well as resume and cover letter preparation. The job search process is viewed from the perspective of determining the job market and researching prospective employers. Interview techniques are also presented.

BUS 2110 Business Ethics

3 Credits

This course examines ethical issues in the context of business theory and practice. In the process of exploring these issues and the questions they raise Learners examine ideas and perspectives in the field of business ethics and extend these to administrative practice and decision making. Learners will become familiar with the range of questions that form the basic foundation of ethics as applied to corporate responsibility, workforce discrimination, distributive justice, environmental impact, risk and safety.



BUS 2414 Business Communications

3 Credits

This course is a detailed study and application of various types of oral and written communication used in business. The goal of this course is to teach Learners to communicate in a clear, courteous, concise, and correct manner on both a personal and professional levels. It examines the role of communication in the organization. Topics include: technologies that enhance communication effectiveness, international considerations, presentation and written skills, and written forms of communication.

BUS 2415 Business Negotiation

3 Credits

Prerequisite: BUS 2301 & BUS 2110

This course is intended to guide Learners through the major concepts and theories of negotiation, the psychology of bargaining, and the dynamics of interpersonal and inter-group conflict and resolution. It teaches how to recognize negotiation situations, understand how negotiation works, know how to plan, implement, and complete successful negotiations, and more importantly, be able to maximize results.

ECO 2300 Macroeconomics

3 Credits

This course focuses on Macroeconomics which is the social science that studies the way societies in the aggregate focus on economic growth, unemployment, and inflation. Topics of this course include: gross domestic product, national income, inflation, unemployment, fiscal policy, the federal reserve system, monetary policy, exchange rate issues and the effects that each of these have on the nation's economy.

ECO 2403 Microeconomics

3 Credits

This course focuses on Microeconomics which is the social science that reviews the way individual economic agents allocate resources to wants. Topics of this course include: principles of resource allocation, supply and demand, consumer behavior, costs of production, monopoly, oligopoly, and issues of economic equity.

FIN 2403 Money, Banking and Finance

3 Credits

This course examines crucial elements of the financial environment and well-developed financial systems. It focuses on both decisions made in business but also on those made by private investors. It discusses important topics such as financial planning and analysis, asset management, and the acquisition of financial capital.

FIN 2404 Fundamentals of Finance

3 Credits

This course focuses on theories, concepts and principles of the financial structure of an organization. The emphasis is on the structure and operation of financial management; problems of internal financial analysis, planning and control, capital structure and investment decisions, valuation, dividend policy, mergers, and acquisitions.

HRM 2102 Human Resources Management

3 Credits

This course discusses the strategic importance of human resource management (HRM) while introducing the human resource management functions and the evolving utilization of technology. Further, the strategic role of human resources in planning and operating organizations is presented.

HRM 2103 Staffing Organizations

3 Credits

This course takes an in-depth look at the rapidly evolving series of strategic, technological, practical, and legal issues that are confronting today's organizations and their staffing systems. We will cover strategies in human relations (HR) and staffing, as well as in the organization. In addition, policies and programs with regards to support and core staffing will also be discussed.

HRM 2107 Supervisory Management

3 Credits

This course is designed to provide the student with a working knowledge of the supervisory skills necessary for dealing with problems within the organization. Elements such as communications, motivation, discipline, negotiations and conflict management will be covered. This course will also explore current events, contemporary issues, and ethical dilemmas that surround the role of being a supervisor.

HRM 2404 Labor Relations and Collective Bargaining

3 Credits

This course presents to the Learner an overview of the unionized workforce. Topics include the history of labor union movements, the collective bargaining process, and labor law.

HRM 2405 Compensation Management

3 Credits

This course introduces the Learner to compensation practice. It will strive to provide an understanding of compensation practices and the environment in which business professionals plan, implement, and evaluate compensation systems. Compensation management's role in promoting companies' competitive advantage is invaluable.

HRM 2406 Employee Training and Development

3 Credits

This course applies to theories of adult learning and instructional development to the design, delivery and evaluation of training for organizations. Topics include needs assessment, instructional design and strategy, live and mediated instruction; implementation management, evaluation and follow up methods; and evaluation of training strategies.



IB 2100 International Management

3 Credits

This course emphasizes the challenging role of the individual(s) responsible for advancing international strategy/policy within the organization. Topical issues will be: global leadership trends; role of the global manager; communicating across cultures; building an international workforce; and evaluating and rewarding employees abroad.

IB 2101 International Business Law

3 Credits

Prerequisite: BUS 2301

This course discusses the body of rules and norms that regulate activities operating outside the legal boundaries of the United States. The focus will be on the principles and practices of international law, the potential impact of international developments will be explained and exposure to international business transactions will be given.

IB 2402 International Economics

3 Credits

Prerequisite: ECO 2300 or
ECO 2403

This course studies the production, distribution, and consumption of goods and services on a worldwide basis. An awareness of role of international issues and importance of international economic events will be developed. Topics also include policy issues related to reducing trade barriers and the effects of threatened retaliatory actions; increased integration efforts of the trade associations; and the tensions accompanying growth, structural change, and globalization at the World Bank and World Trade Organization meetings.

IB 2403 Global Marketing

3 Credits

Prerequisite: MKT 2400

This course will study marketing strategy addressing global customers, markets and competition to formulate a business strategy. It will observe marketing on a worldwide scale in order to meet global objectives through an understanding of opportunities, similarities and differences. In addition, the reality facing the marketing manager as foreign markets open up and new markets are ready to be entered is discussed.

IB 2404 International Finance

3 Credits

Prerequisite: FIN 2403 or
FIN 2404

This course studies the branch of finance that covers the dynamics of exchange rates, foreign investments, and how these affect international trade. It is the international study of individuals, businesses, and organizations and how they raise, allocate, and use monetary resources over time, taking into account the risks entailed in their projects. It provides today's financial managers with an understanding of the fundamental concepts and the tools necessary to be effective global managers.

LGL 2101 Introduction to Criminal Justice

3 Credits

This course examines the structure and procedures of the criminal justice system. By becoming familiar with pertinent legal cases, research studies and policy initiatives, the Learner will gain an appreciation for the development of criminal law and the criminal justice system in the United States and recent changes and trends to the criminal justice system.

LGL 2105 Family Violence

3 Credits

It is paramount for legal professionals to thoroughly understand the role of family violence in our society today and in the future. This course focuses on an interdisciplinary approach to this growing societal problem. The student will explore intimate partner abuse, child abuse, treatment, intervention, and legal issues of family violence. They will also examine family violence from a medical and social perspective that addresses sexual harassment, stalking, and victims' rights typically not addressed in most courses.

LGL 2110 Criminal Court Process

3 Credits

This course provides a comprehensive analysis of the operation of the court system. The focus is on the rules of operation and the informal methods of accomplishing institutional goals, the formal and informal working relationships between various parties in the system, and the political context in which criminal justice is dispensed. The rules and rationales behind criminal procedural law is a major topic throughout the course.

LGL 2118 Organized Crime

3 Credits

As the student discovers in this course, the transformation of organized crime has spread far beyond our national borders, thus, becoming globalized in nature and possessing a well-developed economic interdependence. This course prepares the student by exploring various tools and skills to recognize and combat organized crime through effective technologies, communications networking, international cooperative efforts, and futuristic informational analysis.

LGL 2121 Corrections: A Comprehensive View

3 Credits

This course introduces the prison process and the evolution of institutionalized punishment. The operation of a contemporary prison system will be examined, together with the relation to the prisoners and the programs operated for their benefit.



LGL 2128 Cultural Diversity in Criminal Justice

3 Credits

This course explores the issues of race and ethnicity as they relate to crime and our criminal justice system in American political life. The student initially investigates the broader social context of race and ethnicity in our American society. Then the student progresses into the different components of our criminal justice system to learn how cultural diversity impacts the role of police, our court system, correctional facilities, influences the death penalty, and affects juvenile and minority youth justice.

LGL 2210 Ethics in Criminal Justice

3 Credits

This course provides an overview of how digital crime and digital terrorism are framed within the network of our society. Society has become dependent on the virtual world so that it has become both a target and a gateway for both criminals and terrorists. The course will provide the student a look into what law enforcement is doing to curtail crime on the Internet and how governmental and criminal justice officials are trying to prevent the use of our own electronic infrastructure as a weapon against the American people.

LGL 2130 Digital Crime and Digital Terrorism

3 Credits

This course focuses on ethical issues surrounding the criminal justice system. The student explores both the philosophical material necessary to analyze ethical dilemmas, plus, the various research methodologies and current events relevant to ethics in the field of criminal justice. Students focus on real-world examples of misconduct, the discretionary process, ethical implications of various policy issues, white-collar crime, and modern day terrorism.

LGL 2215 White Collar Crime

3 Credits

The term "white-collar crime" has been used to refer to a wide variety of illegal behaviors, but much definitional ambiguity remains about a concept that was named only in the early part of the twentieth century and in recent years has seen a significant increase of attention by the criminal justice community. This course will address the question "what is white-collar crime?" and theoretical views of the causes of such crime. Many forms of white collar crime will be explored, estimates of the extent and costs of these crimes will be discussed, along with victim and offender profiles. Legal issues, including questions of corporate and government liability, will be reviewed. Readings will provide students with the opportunity to consider problems associated with the enforcement of laws and administrative regulations related to white-collar crime, the investigation and prosecution of such offenses, and the sentencing of white-collar offenders.

LGL 2221 Principles of Investigation

3 Credits

This course examines the fundamentals of investigation: crime scene search and recording of information, collection and presentation of physical evidence, sources of information, scientific aids, case preparation, and interviews and interrogation procedures.

LGL 2225 Social Psychology

3 Credits

This course focuses on the role of social psychology explaining how emotion, motivation, and cognition can operate together to influence an individual's thoughts, feelings, and behaviors. The student also investigates advancements in social psychology through recent developments in neuroscience research, plus, our cultural interactions in various societal events such as politics, sports, business, law, entertainment, the Internet, and other life domains.

LGL 2228 Homeland Security

3 Credits

This course surveys the policies, practices, concepts and challenges confronting criminal justice and intelligence practitioners in Homeland Security. It provides an overview of threats to domestic security from terrorism, weapons of mass destruction, and other related risks and vulnerabilities. It examines the strategies and systems involved in protecting against and responding to threats. Discussion includes the managerial, political, legal and organizational issues related to crisis planning and response, the National Strategy for Homeland Security, the National Infrastructure Plan, and the role of local law enforcement in homeland security activities.

LGL 2410 Research Methods in Criminology

3 Credits

This course focuses on basic research skills, while carrying the student through the various sequences of the research process. The student will explore problem formulation, research ethics, experimental model design, data sampling and survey techniques, and logical strategic conclusions as applied to the field of criminal justice. The course also discusses the new and contemporary research topics of crime severity scales, salient factor scores, and prediction scales as they relate to the social sciences.

LGL 2412 Drugs and Substance Abuse

3 Credits

This course relates the latest information on drugs to their effects on society and human behavior. Students will develop a better understanding of the individual problems and social conflicts that can arise when others misuse and abuse psychoactive substances, plus, the impact on their own personal lives. The student will explore and investigate drugs and drug use from the perspectives of behavioral, pharmacological, historical, social, legal, and clinical approaches.

**LGL 2415 Criminal Law**

3 Credits

This course provides the student with a basic foundation, yet, comprehensive introduction to our criminal law structure, which is at the heart of our criminal justice system in the United States. The course tenants and constructs are straightforward, yet at the same time, very analytically aimed at delivering a very timely overview of the state of American criminal law in the global and volatile climate of our 21st Century.

LGL 2420 Applied Criminology

3 Credits

This course focuses on how scholars and criminologists analyze crimes. The course allows the student to move beyond the commonsense knowledge of crime to a deeper understanding of the importance of theory in shaping crime control policies. The student will explore traditional and contemporary theories within a larger sociological, psychological, and historical context through the empirical status of today's major theories. Students will also research crime control policies and their connection to criminological theory.

LGL 2510 Introduction to Forensic Psychology

3 Credits

This course focuses on the production and application of psychological knowledge and research findings for the civil and criminal justice systems. The student will explore criminal profiling, crime scene investigations, and serial murders. Based on this applications approach, the course also investigates police psychology, legal psychology, psychology of crimes and delinquency, "victimology" and victim services, psychological assessments, mental disorders, and correctional psychology.

LGL 2511 Juvenile Justice

3 Credits

This course provides an introduction to the juvenile court system and examines how it fits in with the larger criminal justice system. It covers the major components of the juvenile justice system, including law enforcement, youth, the courts, and corrections. Complex issues facing the juvenile system are explored.

LGL 2518 Introduction to Terrorism

3 Credits

This course provides analysis of historical, current, and future acts of foreign and domestic terrorism. The course centers on defining terrorism (foreign and domestic, left and right wing, religious, and political, state and non-state), tracing the history and beginnings of modern international and domestic terrorism, critically examining the various U.S. responses to terrorist attacks, as well as evaluating and assessing how countries and peoples around the world attempt to cope with, prevent and/or respond to attacks by terrorist organizations, groups, or acts of terrorism perpetrated by nation-states and various groups.

LGL 2521 Victims and the Criminal Justice System

3 Credits

This course examines the evolving role of the victim in the criminal justice system and community at large. Throughout history, the criminal justice system has involved the criminal defendant, and the prosecuting state on behalf of the public; this national paradigm is changing, raising a myriad of fascinating issues that will be analyzed in this course.

LGL 2525 Administrative Office Procedures in Criminal Justice

3 Credits

This course focuses on the administrative skills required to manage and operate a legal organization in today's highly technological age. The student learns how to apply the traditional and basic administrative tools of written and verbal communications, ethical considerations, records management, travel preparation, and financial responsibilities. However, the student is also introduced to 21st Century technology for effective presentations and visual aids, meetings and events, dynamic leadership skills, and telecommunications networking.

LGL 2535 Terrorism Response: Infrastructure and Risk Analysis

3 Credits

This course explores how modern societies with their interdependent social, technical, and political systems are subject to a variety of threats, vulnerabilities, and consequences. Threats range from natural hazards to accidents to terrorist attacks; vulnerabilities can be organizational, structural, or geographical; consequences include human casualties as well as economic losses. The focus of the course introduces the student to the critical infrastructure protection as outlined by the President's Commission on Critical Infrastructure Protection that includes vital assets such as agriculture and food supplies, water, information technology, energy, communications, healthcare and public health, transportation systems, banking and finance, and emergency services. Students will explore critical infrastructure protection from a variety of perspectives including federal- and state-level policy, institutional framework, and risk analysis.

LGL 2531 Law Enforcement and the Community

3 Credits

This course provides an introduction to and analysis of theories, techniques, and programs involving community policing and public response. Special attention will be paid to problems of crime prevention, community oriented problem solving policing, police-public interaction, and public safety.



MGT 2121 Organizational Behavior

3 Credits

This course provides insight into the manner in which to explain how people act and react in organizations that employ, educate, serve, inform, heal, protect, and entertain. This is an interdisciplinary course that draws upon a wide net of professions. The course is dedicated to understanding and managing people at work that is both research and application oriented dealing at the individual, group, and organizational level.

MGT 2124 Operations Management

3 Credits

This course will examine the activities that create value of goods or services through the transfer of inputs into outputs. It is the creation of goods and services otherwise known as production. It presents a state-of-the-art view of the activities of the operations function including a blend of topics from accounting, industrial engineering, management, management science, and statistics.

MGT 2325 Business Information Systems

3 Credits

This course is intended to help Learners learn how common business goals like reducing costs, improving productivity, improving customer satisfaction and loyalty, creating competitive advantages, and streamlining supply chains are achieved by successful implementation of information systems. It focuses on information, business, technology, and the integrated set of activities used to run most organizations.

MGT 2404 Contemporary Management

3 Credits

This course looks at the planning, leading, organizing and controlling of individuals within an organization or business in order to effectively and efficiently reach their goals. It provides an overview of theories, concepts and techniques of management in today's business organizations and the role of the manager in today's society.

MGT 2426 Total Quality Management

3 Credits

This course provides the student with a fundamental, yet, practical application of the theories and principles of total quality management from a real world perspective. In order for graduating Learners to compete in global markets, they must understand the basics of quality control systems. This course insures the student has an understanding of quality methods, partnering and strategic alliance skills, strategic and risk management, quality culture and leadership, customer satisfaction and retention, ISO 9000 quality systems, and Juran methods. Emphasis is also placed on the student becoming proficient at implementing these skills and tools in a total quality management environment.

MKT 2106 Advertising

3 Credits

This introductory course surveys the field of advertising and studies how it fits into society. It introduces Learners to the principles and practices of contemporary advertising. We will use fundamental advertising decision processes that include: strategy, goals, budgeting, messages, media and effectiveness to explore the elements of successful advertisement, advertising promotion and tasks accomplished by media professionals.

MKT 2107 Retail Management

3 Credits

This course examines the hierarchy and management methods of product distribution from producer to consumer through the retail establishment. Retail management involves critical factors of product development, product management, and product delivery which can spell success or failure for any business. It illustrates how retail product distribution is performed from producer to consumer.

MKT 2108 Sales

3 Credits

This course provides information specific to planning, implementing, and controlling the firm's personal selling function. It involves the discussion of sales territories; management of recruitment, selection, training, and motivation of sales personnel; and the evaluation of sales performance while focusing on the customer's perceived product value and customer need satisfaction.

MKT 2400 Essentials of Marketing

3 Credits

This course is intended to expose Learners to the process of building profitable customer relationships through an integrative customer-value/customer-equity framework of marketing. They will learn the intricacies of marketing, as well as how the concept of marketing is interrelated to a company's entire vision, mission, and strategic plan.

MKT 2409 Consumer Behavior

3 Credits

This course provides an in-depth look at consumers as individuals, decision makers, and members of our society and will examine the reason consumers behave the way they do. It will look at the thought process that precedes these actions as it introduces the applied science of consumer behavior.

MKT 2410 Brand Management

3 Credits

This course is intended to illustrate the importance of branding and brand management to the success of a product or company. Learners will learn how to design a marketing plan that fully utilizes the company's resources to gain and maintain a market share. Today's business world demands knowledge of strategic brand management, which in turn, leads to success in marketing.



MKT 2416 Internet Marketing

3 Credits

Prerequisite: MKT 2400

This course examines the foundation, operation, and implications of Internet marketing and studies the culture and demographics of the Internet and explores online business strategies. It focuses on a comprehension of Internet marketing principles and concepts, the hardware and software tools necessary for Internet commerce, and emphasizes the development of advanced Internet marketing skills. Included in the course is a review of how the Internet should and can impact marketing strategy.

MKT 2420 Marketing Management

3 Credits

Prerequisite: MKT 2400

This course is intended to present a strategic and integrative perspective about marketing that goes beyond the basic explanation of terms and concepts. It discusses how the use of the Internet and information technology has influenced marketing and managers of marketing in today's competitive business world. This course appraises new marketing opportunities from product or service development to sales strategies and product mix.

SBM 2401 Small Business Management

3 Credits

This course introduces small business management and the multitudes of management skills required for successful operation. It discusses the many decisions that must be made from what type of business to launch, to what your measure of success might be, to how to keep control of inventory. It illustrates the economic and social impact of small businesses and the process and factors related to entrepreneurship.

ENT 2100 Entrepreneurship

3 Credits

This course focuses on the skills and competencies required to effectively develop, organize, and manage a new business from an entrepreneurial perspective. Over the past decade, the fundamental dynamics of entrepreneurship have changed. Therefore, the student is introduced to these new advances in technology, innovations in business strategies, international cultures, and societal changes required of today's entrepreneurs. The student also explores the entrepreneurial management model from conception to maturity.

ENT 2101 Business Plans for New Ventures

3 Credits

Prerequisites: ENT 2100

This course focuses on how to turn a great idea into a profitable business by developing a powerful and persuasive business plan. The student learns how to develop the skills and tools needed to communicate the value of their idea to investors and attract key talent. The business plan can also be used as a guide throughout the entire process of starting and operating a business. The student learns the specific skills for determining what to include in the plan, securing capital needed, assessing opportunities and risks, and avoiding common pitfalls that cost money, time, and effort. Students also explore techniques for developing sales, marketing, operations, and distribution strategies.

ENT 2106 Family Business Management

3 Credits

In this course, the student explores why family businesses make up many of the organizations in today's economy. Family businesses are different from small businesses, because of their interactions between family members, plus, multiple roles each member plays in the family business. This course examines the characteristics differentiating family business from other forms of small business, plus, how to cope with various issues and capitalization problems. The student also examines relevant managerial skills, family and business life cycles, impacts on family values, and wealth management distribution.

ENT 2402 Entrepreneurial Financing and Venture Capital Management

3 Credits

Prerequisites: ENT 2100

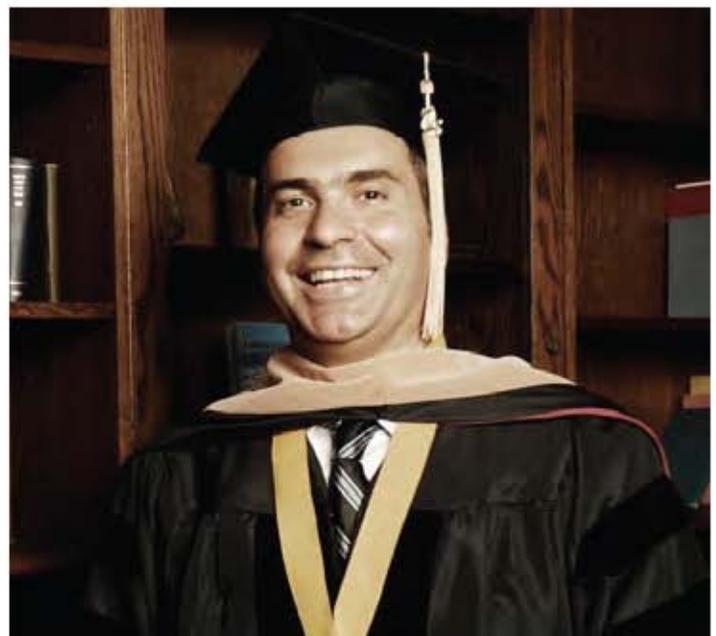
The focus of this course is to introduce the entrepreneurial student to financial thinking, tools, and techniques. The student will learn various theories, knowledge and financial tools an entrepreneur needs to start, build, promote, and manage a successful business venture. The course also discusses methods to obtain financial capital for launching and developing a business venture. The student will determine how to interact with financial institutions and regulatory agencies to promote the venture to its full potential, plus, provide return and liquidity for the venture's investors.

ENT 2408 Entrepreneurship and the Internet

3 Credits

Prerequisites: ENT 2100

The role of this course is to introduce the entrepreneurial student to both current and future Internet applications for operating and promoting their business ventures. The student will explore new ideas that both shape the global information marketplace and promote business venture growth. The course also investigates how the digitally based manager utilizes Web-based tools to expand their venture by focusing on areas, such as emerging markets and strategies, ebocube business models, buying cycles and email utilization, websites, and marketing operations.





LDR 2100 Foundations of Leadership

3 Credits

Leadership is a combination of human behavior, business skills, social functions, and group interaction. This course provides the necessary tools, concepts, and skills that are important to the role of leadership development. The student learns based on both a theoretical foundation, as well as, from learning exercises, which help personalize the subject matter. The focus of this initial course is for the student to start developing their full potential as a leader, plus, become the type of leader others will admire and want to emulate.

LDR 2125 Leadership Communication

3 Credits

Good communication skills is probably the single most important trait a leader, supervisor, or manager can possess. This course is organized around the characteristics and concepts for developing the communication capabilities needed to be a transformational leader. The student investigates the core communication capabilities in strategy, speaking, media, and writing skills. Plus, how to communicate effectively with diverse audiences, understand cultural differences, conduct productive meetings, manage global teams, create and communicate visions, lead change initiatives, and foster external relationships.

LDR 2150 Leadership Theory and Practice

3 Credits

Prerequisite: LDR 2100

This course is organized around the characteristics and concepts governing leadership theories and practices. Leadership is a process. This process is a dynamic interaction that engages leaders, followers, and situations. The interactive nature of these three domains have become increasingly important in recent years and can help the student to better understand the changing nature of leader-follower relationships and the increasingly greater complexity of situations leaders and followers face. The student will focus on how good leadership makes a difference, plus, how it can be enhanced through the greater awareness of how these factors influence the leadership process.

LDR 2460 Project Fundamentals and Leadership

3 Credits

Prerequisite: LDR 2100

Projects touch our lives every day from personal and home activities, our jobs, to community functions and involvement. This course focuses on the two basic areas of project management. First, the student is introduced to the fundamentals and principles of a project. This includes topics such as project initiation, planning, development, monitoring, controlling, and closure. Second, the student explores the various teamwork, group dynamics, and leadership skills required to manage a project. This involves understanding team and group behavior, leadership skills, human relations, and being able to work with people.

LDR 2480 Leadership Group Dynamics

3 Credits

Prerequisite: LDR 2100

This course explores the group dynamics of good leadership. It requires the effective leader to be cognizant of how their group interacts and functions both individually and collectively. A good

leader recognizes that many team problems are not the results of individual faults, but instead, unfilled necessary functions within their team framework. Being able to recognize and maintain these necessary functions is not hereditary, but a learned skill developed through formal training and education.

LDR 2490 Nonverbal Communications in Leadership

3 Credits

Depending on the research study, anywhere from 65% to 93% of the human message is nonverbal in nature. It is paramount that good leaders understand how to both interpret and send the proper nonverbal cues to their listening audience. This course focuses on the important characteristics of nonverbal communications, such as the basics of nonverbal communications, how to properly send and receive nonverbal information, the impact of personal territory and space, projecting the proper physical characteristics, effective vocal cues, and the use of nonverbal communications on a daily basis.

TAX 2410 Federal Taxation I

3 Credits

This course analyzes the determination of taxable income of individuals for federal income tax purposes. Emphasis is on all of the aspects of accounting that are necessary to complete the returns in accordance with federal income tax law.

TAX 2415 Tax Accounting II

3 Credits

Prerequisite: TAX 2410

A continuation of Tax Accounting I, this course examines present federal income tax law and develops an understanding of the accounting principles and procedures involved in preparing tax returns for partnerships, estates, trusts, and corporations.

TECH 2100 Engineering and Technology

3 Credits

Prerequisites: 6 Credits in Mathematics & 6 Credits in Science

This course provides the student with an overview of engineering and technology management. The student explores the critical issues of being able to successfully address the technological, social, industrial, and environmental challenges and opportunities in both the present and future. Along with basic engineering and technology fundamentals, the student also studies the issues of ethics, leadership, globalization, and future challenges for engineering technologists.

TECH 2110 Emerging Technologies

3 Credits

Today, and more so as we move into the future, organizations and businesses face growing problems resulting in the necessary "waves of change" generated through emerging technological innovations. This course provides the student with the skills to meet these "waves of change" by strategically targeting the best possible emerging technological innovations, thereby providing the best alternatives. The student focuses on how this new generation of change will force industries to strategically identify new and better technologies to compete and survive in the future global environment. Also, the engineering technology student will explore how to become an effective strategic manager, thereby allowing them to identify the necessary emerging technological innovations for problem resolution.



TECH 2120 Alternative Energy Solutions and Systems

3 Credits

This course provides the student with alternative energy solutions and systems for both present and future consideration. As we continue to deplete our fossil fuel reserves at an alarming rate, alternative energy solutions and systems will become paramount. This course discusses possible energy strategies the student may consider as alternative or supplemental solutions to fossil fueled systems. Today's students studying alternative energy protocols will be the engineering technicians and technologists implementing these solutions and systems in the future.

TECH 2430 Systems Analysis and Design

3 Credits

Prerequisite: TECH 2100

The focus of systems analysis and design is for the student to gain the skills, tools, and techniques that are fundamental to successfully develop various types of information systems. These information systems include both computer and non-computer designed formats. This course also provides the student with the knowledge to initiate, develop, and manage systems projects, plus, design, structure, and implement database systems.

TECH 2440 Information and Technology Security

3 Credits

Prerequisite: TECH 2100

This course focuses on how to secure information and technology today and in the future. Students will explore how to prevent recurring criminal threats and events, such as virus and worm attacks. They also learn how to handle criminal attackers that exploit the weaknesses of information technologies by providing heightened security for those systems. By obtaining a correct mix of skills and knowledge to anticipate unwanted criminal attacks on information and technology, today's students will become tomorrow's security practitioners and professionals.

TECH 2450 E-Business and Technology

3 Credits

Prerequisite: TECH 2100

This course familiarizes the student with the concepts of e-Business strategies and how technology impacts this new and emerging business discipline. The student explores how the journey in e-Business can never be completed, due to the new and relentless evolutionary role and impact of emerging technologies. Also, the student will learn how to employ key management decision making tools required by organizations that decide to move into e-Business, plus, investigate how to implement technological processes for making these decisions a successful business undertaking.



Graduate Course Descriptions

ACT 87515 Financial Statement Analysis

3 Credits

This course shows how accounting information can be used properly. It introduces a basic understanding of generally accepted accounting principles with a traditional assumption of the accounting model. Topics include how accounting information is used for analysis and decision-making by comparing ratios, short and long-term debt paying ability, demand analysis and forecasting, capital budgeting and profitability.

ACT 87530 Management Finance and Control

3 Credits

This course provides an in-depth look at how organizations manage financial resources through capital generation, asset management, and asset planning. Complex accounting rules used to analyze and create the financial information used to evaluate a firm's financial standing will be studied. Topics included in this course are budgetary planning and controls, financial and risk analysis, and managerial decision making. Learners will develop an understanding of the external users of financial information, such as investors, customers, analysts and the financial media.

BUS 87300 Advanced Measurement and Statistics for Business

3 Credits

This course delves into statistical and measurement techniques that are used to analyze, interpret, and present data, including, but not limited to, descriptive statistics, hypothesis testing, probability distributions, sampling, analysis of variance, correlation and linear regression. The emphasis of this course is on selecting the optimal statistical/measurement technique and in interpreting the results.

BUS 87305 Ethnography of Corporate Culture

3 Credits

This course examines how ethnographic methods may be used to analyze information-based work practices and to design business/corporate systems to be sensitive to those who use them. Corporate culture is a highly distributed, infrastructural and rapidly changing entity that endows organizational action with its deepest significance. Corporate cultures must be studied by ethnographic methods of "thick description". Grounded in this way, the course aims to help Learners develop the judgment necessary to design, test, and evaluate effective business systems of the future.

BUS 87805 Comprehensive Examination

1 Credit

This course provides an opportunity to assess the academic competence of Learners. Preparing for and taking the examination encourages the integration of all facets of a doctoral education. At the end of your coursework and prior to beginning your Doctoral Project you must successfully complete a comprehensive essay exam. Successful completion of this exam demonstrates that the Doctor of Business Administration candidate has the knowledge and skills inherent to the degree of Doctor of Business



Administration. Learners are given three opportunities to pass the examination satisfactorily in order to continue in the program.

BUS 87799 Doctoral Qualifying Examination

0 Credits

This exam is objective and measures basic competencies required to proceed in the DBA program. The exam is taken following the completion of the first 6 courses for the DBA degree and covers the following areas: organization development, management, ethics, finance and financial statement analysis. A grade of "Satisfactory" is required to proceed in the program. Learners are given three opportunities to pass the exam with a minimum grade of 80%.

ECO 86501 Economics for Organizational Management

3 Credits

This course provides a systematic, logical analysis of business decision and decision making using economic information combining elements of both micro- and macroeconomics by using real-world examples while highlighting relevant economic issues that are then explained with the appropriate economic theory. It addresses the larger economic forces that shape daily operations and long-term decisions, as well as discussing economic theory.

ECO 87501 Managerial Economics

3 Credits

This course examines basic static decision models which are used to analyze optimal decision-making processes in economics. Topics included in this course are: basic assumptions and decision analysis; linear programming and duality; risk aversion and risk bearing; Bayesian inference, and Markov Decision problems.

FIN 86505 Corporate Finance

3 Credits

This course covers the theory and practical applications of finance that builds successful companies by developing win-win relationships with suppliers, excelling in customer-relationship management, and providing high-quality services and products at a relatively low cost. It demonstrates the necessary skills to supply enough capital to accomplish these things and to support financial resources through capital generation, asset planning, and asset management.

FIN 87513 Investment Management

3 Credits

This course covers the theoretical and technical concepts involved in investing in marketable securities. A framework for making intelligent investment decisions and achieving successful investment results is developed through a global outlook. It covers major issues of concern to all investors including risk-return trade off, modern portfolio theory with efficient diversification, asset allocation, futures, options, and other derivative security markets.

FIN 87514 Financial Institutions

3 Credits

This course takes an innovative approach in focusing on managing return and risk in financial institutions such as commercial banks, savings and loan associations, investment banks and insurance companies. The central theme involves examining the risks facing financial institutions and the methods and markets through which these risks are managed.

FIN 87516 Capital Markets

3 Credits

This course studies the collection of markets, institutions, laws, regulations, and techniques through which bonds, stocks, and other securities are traded, interest rates are determined, and financial services are produced and delivered worldwide. It explains the mechanisms by which financial assets are created, valued, and traded, and the critical importance of public and private information in determining the value of a financial assets to link the financial and non-financial markets in the global economy.

FIN 87518 Behavioral Corporate Finance

3 Credits

Prerequisite: FIN 86505

The Behavioral Corporate Finance course explains how psychology impacts the decisions and judgments of corporate managers regarding valuation, capital budgeting, real options, capital structure, payouts, corporate governance, and mergers and acquisitions. The main psychological phenomena are heuristics and biases, framing effects, and affect. Behavioral Corporate Finance identifies the key psychological obstacles to value maximizing behavior, along with steps that managers can take to mitigate the effects of these obstacles. The main goal of the course is to help Learners learn how to put the traditional tools of corporate finance to their best use, and mitigate the effects of psychological obstacles that reduce value.

HRM 86503 Human Resource Management

3 Credits

This course focuses on the understanding and management of human behavior in organizations for optimal organizational effectiveness and individual outcomes. Managing the dynamics of individual, group, and system relationships to achieve organizational goals is recognized.

HRM 87502 Compensation Issues in Human Resources Management

3 Credits

This course explores four strategic choices in managing compensation. These strategic choices include concerns for internal consistency, external competitiveness, employee contributions, and administration. Each of these strategic decisions is examined in terms of the major compensation issues requiring resolution. The examination is made in the context of related theories, research, and state-of-the-art practices that can guide compensation decision-making.



HRM 87503 Labor Relations

3 Credits

This course examines the history and development of labor relations, the structure of union organizations and the process of negotiations and contract administration. The course begins by establishing the present state of the labor movement and models the decision process so that it can be used to decide whether or not to participate in organizing a union. Also covered are the laws and regulations governing collective bargaining, impasse resolution and contract administration.

HRM 87504 Supervisory Concepts and Practice

3 Credits

This course develops supervisory skills that can be used to improve job performance at the manager's level. It focuses on contemporary issues such as: the changing workplace, management by wandering around, employee decision making and the need for trust, and contrasting views of empowerment and decentralization. It explains the blending of practice, theory, and skills necessary for effective supervision in modern organizational settings.

HRM 87505 Effective Training and E-Learning

3 Credits

This course places training activities in the context of organizational strategy. It shows the important relationship between organizational practitioners and trainers and provides a model of the training process showing how it connects and contributes to achieving training objectives. It includes numerous examples of actual training solutions and the ways in which E-learning can improve the content of training programs by placing employees in virtual work environments that allow them to experiment and practice without fear of failure.

IB 87512 International Economics

3 Credits

This course explains the economic foundations of international trade and investment. Topics include: governmental intervention in international business; international monetary system, balance of payments analysis, the foreign exchange markets and currencies.

IB 87513 International Marketing

3 Credits

This course examines the specific issues involved in entering overseas markets and in conducting international marketing operations, as opposed to entering domestic marketing organizations. Attention is focused on problems such as identifying and evaluating opportunities in overseas markets, developing and adapting marketing strategies in relation to specific national market needs and constraints, and coordinating strategies in world markets.

IB 87514 Cultural Environments of International Business

3 Credits

This course studies the complexities of operating in foreign environments and managing multi-national organizational relationships. The responses to different cultural logics and

objectives are compared and contrasted with domestic firms. The Multi-National Enterprise (MNE) must provide for management control, functionality, and geographic diversity over its product.

IB 87516 Global Business Strategic Management

3 Credits

This course presents a global perspective in dealing with dynamic management issues in both foreign and diverse host environments. Cross-cultural management and competitive management issues in both foreign and diverse host environments. Cross-cultural management and competitive strategy are evaluated in the context of global changes—the expanding European Union (EU), the North American Free Trade Agreement (NAFTA), and the rapidly growing economies in Asia—that require new management applications. Real life business cases are used to present course material and provide Learners with decisions the managers of multi-national companies face each day.

IB 87517 International Business Law

3 Credits

This course covers the principles underlying the legal environment of global business identifying the current legal rules and regulations affecting businesses. The approach is patterned after the basic market-entry strategies of most firms as they expand into international markets: trade in goods and services, the protection and licensing of intellectual property rights, and foreign direct investments. It presents insights into new developments and trends that will greatly affect future transactions on a global scale.

IB 87518 International Financial Management

3 Credits

Prerequisite: FIN 86505

This course provides a comparative study of the institutional characteristics and internal efficiency of developed and undeveloped capital markets. The role of multilateral institutions, multinational corporations, states, and the structure of trade in the international short and long term capital flow. It provides the information resources to make intelligent investment decisions.

MGT 86500 Business Organization and Management

3 Credits

This course is a study of organizational culture and its influence on organizational behavior, employee attitudes, productivity and business operations. It includes the study of interpersonal and group processes, communication theory, and organizational design and restructuring.

MGT 86506 Organizational Behavior

3 Credits

This course provides advanced theories and techniques of organizational development focusing on information regarding the design, management and control of organizational development programs in business. The public sector and social services organizations are summarized.

**MGT 86507 Strategic Management**

3 Credits

Prerequisite: MGT 86500

This course reviews the latest strategies in the theory and practice of strategic management. It discusses how to think in an integrated way about strategic management. Features include core concepts and analytical tools and cases that showcase the important kinds of strategic challenges managers face.

MGT 86510 Statistical Analysis

3 Credits

This course provides an understanding of the fundamental descriptions of business data and how numerical information enables good analysis. The use of SPSS is introduced and the tutorials with examples and business applications help to identify the best ways to review descriptive business information, using the easy tools introduced and demonstrated in SPSS tutorials. Business applications cover such areas as forecasting, comparative data analysis, descriptive statistics, charts and graphs, tables and a wide variety of bivariate techniques. Quality assessments, best decision evaluations, and other numerical tools are also explored. Along with good business applications, a wide variety of web based support tools are used to facilitate clear understanding.

MGT 86512 Managerial Accounting for Decision Making

3 Credits

This course is a study of the use of accounting information in planning, control, and special decision-making. It involves the uses of accounting data internally by managers in directing the affairs of business and non-business organizations. It focuses on the needs of the manager for financial information and timely reports on the firm's operations in order to make sound managerial decisions.

MGT 86519 Ethics in Business

3 Credits

This course focuses on corporate behavior and decision making from the context of ethical and global issues; the influence of political environmental, legal, regulatory, and technological issues and the impact of diversity on organizations. Through readings and case studies, an understanding of a wide variety of workplace issues, such as discrimination, product safety, international operations, right to privacy, advertising and product safety is developed.

MGT 86529 Project Management

3 Credits

The course is organized around the project management life cycle to mirror the way a real-world project would be executed. It provides you with essential project management concepts and ties them into the Project Management Body of Knowledge developed by the Project Management Institute. Techniques such as PERT, Gantt and CPM for tracking the integrated nature of performance, cost and time in every project are included.

MGT 86535 Management of Change

3 Credits

This course provides a current 21st Century snapshot of the world of leadership development and organizational change. It discusses social systems that begin to reduce resistance to change and development through more employee and customer-centered programs. Organizations studied are widely recognized as among the best in organizational change and leadership development today.

MGT 86536 Cross Cultural Management

3 Credits

This course develops cross-cultural competency for meaningful human relationships for success as professionals, managers, or technicians. It explores the interaction of how ethnicity affects today's organizational structure while fashioning a postindustrial knowledge culture amidst worldwide chaos. Also emphasizes the importance of culture and its impact on human behavior and performance as it develops diversity consciousness.

MGT 86537 Management of Information Systems for Managers

3 Credits

This course describes the role of IT in management, including current professional practices and methodologies. It includes presentation of systems theory, decision theory, organizational models, types of IT, planning and IT development. The course examines the organizational philosophies that seek to bridge the gap between management of information systems and the information needs of management in making sound decisions.

MGT 87500 Organizational Development and Design

3 Credits

This course is about moving organizations forward—about planning, diagnosing, implementing, and evaluating organization development interventions. It summarizes the basic processes, approaches, and strategies of organizational development that work in managing organizational change. A close look is taken at managing layoffs, divestitures, closings, and mergers and acquisitions.

MGT 87515 Information, Organization and Strategy

3 Credits

This course focuses on information; the theory and practice of leveraging and sharing information to develop more effective organizations. It presents the concept of information management within the framework of organizational or corporate information systems used in decision-making processes. Some of the topics covered include: decision making and problem solving situations in information management; information needs and requirements; group decision making processes; organization and representation of information as reflected in a chosen mode of communication and the effect on decision making; and cultural dimensions of information and information management.



MGT 87520 Business Research Methods

3 Credits

This course focuses on the needs for business research through the process of planning, acquiring, analyzing, and disseminating relevant data, information, and insights to decision makers in ways that mobilize the organization to take appropriate actions that maximize business performance.

MGT 87525 Leadership, Ethics and Corporate Governance

3 Credits

This course covers principles and theories of leadership. Included is an in-depth presentation of the challenges of leadership, a discussion of leadership theories, and analysis of how to apply various leadership theories to challenging real-world situations with an emphasis on corporate ethics. It explains how leaders must transform values into actions, visions into realities, obstacles into innovations, separateness into solidarity, and risks into rewards. It also discusses the improvement of corporate governance.

MGT 87540 Quantitative Research Methods

3 Credits

This course focuses on advanced educational research methods: hypothesis testing using factorial analysis of variance; analysis of covariance; and the general linear model are covered.

MGT 87545 Managing, Organizing and Negotiating for Value

3 Credits

This course is about value creation. It focuses on techniques for improving the flexibility and originality of a manager's thinking and will explore approaches used by organizations to create and sustain high levels of innovation in negotiation. This course reinforces the theory and research on effective negotiating strategies and provides a powerful framework to create value through the negotiation process.

MGT 87997 Doctoral Project I

6 Credits

Prerequisite: Successful completion of graduate level courses and the comprehensive examination

This course prepares the doctoral Learner for the development of a field based project. A review is given to research design, modes of observation, and techniques of analysis, the social and ethical context of research, and the uses of research. The main focus of this course of study is placed on the delineation of a problem in business and a plan for conducting substantive research leading to its resolution or recommendations. The course will include an emphasis on the statement of the problem, the purpose and the scope of the study. The grade for the course is either satisfactory or unsatisfactory.

MGT 87998 Doctoral Project II

6 Credits

Prerequisite: MGT 87997

This course is a continuation of MGT 87997. The focus of study is on the literature review and the appropriate methodology to be used. Both are discussed in respect to the statement of the problem and scope of the study. The grade for the course is either satisfactory or unsatisfactory.

MGT 87999 Doctoral Project: Completion and Oral Defense

2 Credits

Prerequisite: MGT 87998

This is the final Doctoral Project course in which the field based project manuscript is completed or ready for final re-write. It consists of an introduction, statement of the problem, methods of analysis, findings, conclusions and suggestions for future research. At the completion of the field based project, the Learner presents his/her research methods, findings and solutions to the problem in a written document and does an oral defense of the project to their Project Chair and Committee. While the focus of this course is on the formal oral presentation, it also provides the Learner with time to do a final re-write. The grade for the course is either satisfactory or unsatisfactory.

MIS 86510 Applied Data Analysis

3 Credits

This course will be a review of managerial and statistical data techniques used for logistics analysis, hypothesis testing, regression and correlation analysis, forecasting, data mining, and statistical analysis. Emphasis will be on analysis of business and economic data to support managerial decision-making, time series, and forecasting.

MIS 87510 Technology Concepts for Managers

3 Credits

This course studies the role of information technology in operations, decision making, and learning in organizations. The premise being that possessing adequate knowledge of technology is a pre-requisite for a successful manager. The course explores the dynamic links between technology and business strategies. Topics reviewed are technology life cycles, mapping, core competence and competition assessment as well as internal and external technology transfer.

MKT 86502 Marketing Management

3 Credits

This course is an in-depth examination of marketing environments and marketing activities and their impact on organizational operations in competitive business settings. The course covers both domestic and international structure of the fundamental marketing functions of product, distribution, pricing, promotion, customer relations, advertising, and production. It discusses competition, consumer behavior, new product development and market strategies.



MKT 87505 Consumer Behavior, Theory and Analysis

3 Credits

This is a graduate-level course introducing theoretical and substantive issues useful in understanding consumer behavior. The course addresses issues from a number of different viewpoints. Priority is placed on the economic, psychological, and sociocultural factors that affect consumer behavior and the consumer decision making process. Therefore, the focus is on understanding current theoretical and methodological approaches to the various aspects of consumer behavior.

MGT 87515 Coordinating and Managing Supply Chains

3 Credits

This course explores the issues and developments in operations management with an emphasis on the manager's perspective on supply chains. The focus of this course is on managing material and information flow across organizational boundaries, and emphasizes the challenges of managing across both functional and firm boundaries. This course takes the integrative approach to product/information design, development, and delivery.

It reviews the fundamentals, logistics, operational execution and incentive alignment of supply chain management.

PM 86900 Project Management Concepts and Essentials

3 Credits

This course is organized around the various concepts and essentials discussed in the PMBOK, plus it helps to prepare the Learner to take the PMP and CAPM certification exams through the Project Management Institute (PMI). Special attention is given to the triple constraints composed of project planning or scope, project budgeting, and project scheduling. Also, the importance of allocating resources is discussed, plus, the proper methods for monitoring, controlling, and evaluating project tasks and deliverables.

PM 86901 Project Management Strategic Design

3 Credits

Prerequisite: PM 86900

This course explores the principal means by which operational and strategic changes are managed in contemporary organizations for both profit and not-for-profit enterprises. The course objectives illustrate the importance of project management as to its proper role and position in strategic management.

PM 86902 Project Management Organization

3 Credits

Prerequisite: PM 86901

This course is designed around the various organizational and managerial responsibilities and skills required for effective project management. The Learner is introduced to the concepts composing organizational structures and the paramount importance of obtaining skilled staff and team members from the parent organization. The Learner also explores the topics of managing conflict and interfacing with organizational executives and stakeholders to obtain their project objectives. Other areas discussed include managing the network, organizational scheduling, determining project variables, and identifying and implementing special organizational skills to accomplish project tasks and objectives.

PM 86903 Project Management Integration

3 Credits

Prerequisite: PM 86902

This course is based on the project management concept of integration. The Learner is exposed to the integration concepts that include the characteristics of unification, consolidation, articulation, and integrative actions that are crucial to project completion, successfully meeting the customer and other stakeholder requirements and managing expectations. The Learner also reviews the different methodologies for applying the various project management knowledge areas, skills, and processes in different orders and degrees of rigor to achieve desired project performance. Also discussed are the integrative protocols that every project manager and their project team must address for every process and the level of implementation required for each of these processes to accomplish the project objectives.

PM 86910 Project Management Capstone

3 Credits

Prerequisite: Successful completion of all PM courses.

The Project Management Capstone course provides the Learner with an opportunity to demonstrate they have achieved an acceptable level of academic and practical knowledge relative to the skills and discipline required for effective and efficient project management. The Capstone Project topic selection protocol is individualized based on the specific interests, professional requirements, and organizational latitude provided the Learner.



SCHOOL OF BEHAVIORAL SCIENCES

Undergraduate Course Descriptions

PSY 2300 Introduction to Psychology

3 Credits

This course introduces the major concepts, problems and methods that psychologists use to investigate and understand the human mind. The focus of the course content is on six major topics of modern psychology: physiological psychology, learning, cognitive psychology, developmental psychology, abnormal/clinical psychology, and social psychology.

PSY 2301 Theories and Techniques of Counseling and Psychotherapy

3 Credits

This course surveys contemporary theories and techniques of counseling. The main focus of the course includes the counseling process, a comparison of theoretical approaches, an exploration of professional and ethical issues and develops an understanding for effective therapy practice that includes a familiarity with the wide range of racial and ethnic backgrounds.

PSY 2302 Basic Abnormal Psychology

3 Credits

This course explores the symptoms, causes, treatment and prevention of mental disorders. The focus of study includes anxiety disorders, personality disorders, psycho-physiological disorders, psychoses, substance use disorders, sexual disorders and organic disorders.

PSY 2303 Introduction to Human Development

3 Credits

This course introduces the Learner to the concepts of human development. The course is designed to explore the basic concepts of human development and the psychological and physical development across the life span. The focus is on intellectual and social development in children and the factors that affect this process

PSY 2504 Fundamentals of Research Methodology

3 Credits

Prerequisite: PSY 1305

This course provides an overview of the area of research design and methods in the behavioral sciences. The focus of study is designed to familiarize the Learner with the area of research methodology and to prepare him or her for the more advanced courses to follow at the graduate level.

PSY 2505 Cognition and the Brain

3 Credits

This course introduces concepts of physiological psychology and cognition. The focus of study is on the exploration of how brain structure relates to brain function, behavior and cognition.

PSY 2400 Introduction to Social Psychology

3 Credits

This course explores social influences on behavior. The content of the course of study includes social perception and cognition, attitudes and attitude change, attraction, altruism, aggression, interpersonal influence and group processes. The course material will focus on how people think about, relate to, and influence one another.

PSY 2101 Introduction to Human Sexual Behavior

3 Credits

This course explains human sexuality focusing on social, clinical, developmental and biological components. It provides an objective explanation of sexual behavior and human reproductive functioning.

PSY 2102 Introduction to Theories and Techniques of Group Counseling

3 Credits

The course surveys contemporary theories and techniques of group counseling. The course content includes the exploration of group counseling process, comparison of various theoretical approaches, and an introduction to professional and ethical issues. The focus of study includes the impact of members on group identity, on other group members and leadership issues.

PSY 2403 Ethical and Professional Issues

3 Credits

This course describes the legal, ethical and professional issues facing the human services worker. This is an introductory course in ethics; designed both to provide a general overview in regard to psychology and related fields and to prepare undergraduate Learners for more advanced coursework in the areas of ethics and law in the helping professions. The focus of study is on teaching ethical, decision-making and on increasing awareness of the complexities inherent in practice.

PSY 2404 Crisis Intervention

3 Credits

This course examines theories and techniques of short-term intervention and referral procedures. The focus of study includes suicide, battering, rape, death and disasters in the community.

PSY 2405 Introduction to Behavior Modification

3 Credits

This course outlines behavior modification and cognitive behavioral therapy. The focus of study is on the presentation and incorporation of learning theory and the psychology of motivation.

PSY 2106 Psychology of Communication

3 Credits

This course explores the basic concepts of communication skills. The emphasis of study includes communication styles, couples' interaction styles, and provides a model of communication for



analysis. The course content also includes an overview of both verbal and non-verbal human communication styles. Emphasis will be on dysfunctional interaction styles and methodical techniques for improvement. Strategic intervention for effective communication will be addressed.

PSY 2107 Intercultural Psychology

3 Credits

This course examines race and ethnic relations. Common concepts such as racism, discrimination, assimilation, oppression, and conflict are examined. This course analyzes patterns of roles as they vary within sub-populations, and changes over time in the values, attitudes and goals of both the general culture and subcultures. The goal of the course is to understand cultural diversity as it relates to the economic, educational, and social realities of ethnic minority groups in the United States.

PSY 2408 Current Issues in Psychology and Health

3 Credits

This course compares and contrasts humanistic and holistic approaches to pathology and wellness. This course is a blend of social, behavioral, cognitive, emotional, and biological approaches to the study of health, illness, and medical care. The focus of study is on the exploration of new therapeutic modalities and the issues emerging from current developments and trends.

PSY 2409 Marriage and Family

3 Credits

This course examines the major challenges, and changing trends facing families and marriages. The focus of study is on the exploration of families and marriages as dynamic systems, social organizations, and as social institutions. Areas of study will include the family in historical perspective, family life course, socialization within families, gender roles, parent-child relations, sexual orientation and non-traditional families are explored.

PSY 2410 Psychology of Personal Adjustment

3 Credits

This course analyzes how to make satisfying choices in all areas of life and emphasizes how to improve self-esteem, enhance communication skills, and become more aware of human behavior. This course offers the Learner the chance to gain an appreciation of individual differences, learn about the influence of significant life events and situations, and develop coping skills for everyday problems. The focus of study includes self-actualization and autonomy, managing stress, types of intimacy, authentic and inauthentic love, embracing diversity and pathways to self-exploration and self-understanding.

PSY 2411 Psychology in Business

3 Credits

This course supports how to apply psychological concepts to improve personal effectiveness in the workplace. The focus of study includes coping with a variety of personalities, group and group decision making, leadership and influencing others and achieving personal productivity.

Graduate Course Descriptions

MFT 86504 Ethical Issues in Marriage, Family and Child Therapy

3 Credits

This course examines legal and ethical issues as they relate to the privileged relationship between therapist and client. Areas of study include an examination of general legislation regarding licensing and the practice of psychology, with a focus on the laws and regulations and the scope of practice for the Marriage, Family and Child Therapist. Learners will gain experience in the development of integrity and awareness of issues related to dual relationships.

MFT 86507 Human Sexuality

1 Credit

This course introduces the fundamentals of sexuality and sex therapy needed for working as a marriage or relationship therapist. The focus of study includes a survey of the ethical and professional issues in the assessment and treatment of sexual disorders. Learners are also taught to explore the physiological-psychological and social-cultural variables associated with sexual identity, sexual behavior and sexual disorders.

MFT 86510 Child and Adolescent Therapy

3 Credits

Prerequisite: PSY 86502/MFT

86504

This course introduces the application of counseling principles and a variety of counseling methods related to the treatment of children and adolescents. Learners will be taught to explore the theories and psychology of individuals from infancy through puberty including parent/child attachments, sex-role development, socialization and achievement motivation.

MFT 86510.1 Child Abuse Assessments and Reporting

1 Credit

This course examines child abuse and elder abuse assessment and current reporting laws and responsibilities. The focus of study will examine the history of child maltreatment and explore services offered for abused and neglected children.

Key concepts dependence, discipline and child labor, and changing sexual attitudes toward the incest taboo, sexual exploitation and treatment interventions will be addressed.

MFT 86513 Psychological Tests and Measurements

3 Credits

This course examines the nature and use of psychological tests and the methodologies to assess intelligence, personality, and mental and behavioral disorders. The focus of study surveys widely used tests and how tests are constructed, administered and scored. The focus is on understanding test results and using them as part of the therapy process. Liaison with other professionals and ethical behavior related to testing is also addressed.



MFT 86528 Psychology of Violence

2 Credits

Prerequisites: PSY 86502 /
PSY 86506 / MFT 86504

This course focuses on the effects of violent behavior in marriage and family life including domestic violence/spousal abuse, child abuse, manipulation, and coercion. In this course, Learners will become aware of the causes of violence, the impact on victims of violence, and programmatic attempt to reduce violence. Learners will explore current research regarding violence and learn prevention and treatment strategies to use in both professional and personal settings. Learners are also taught assessment and reporting of child and elder abuse.

MFT 86700 Psychopharmacology

2 Credits

Prerequisite: PSY 86506

This course introduces the Learner to the neuroanatomy, neurophysiology, and biologic actions of psycho pharmacological agents. The focus of study will explore such concepts as the indications for prescribing the agents, the side effects which may occur, the effects of withdrawing therapy, and the clinical considerations for the psychologist in referring the patient for medication evaluation.

MFT 86704 Practicum I

3 Credits

Prerequisite: PSY 86502 /
MFT 86504 / PSY 86506

This course provides the opportunity to gain experience with individual, couples, families or groups and directly apply the theory and techniques of psychotherapy in a supervised clinical setting approved by California Southern University. Learners are reminded that MFT and LPCC licensure in California requires that a minimum of 225 hours be completed while in a practicum and prior to graduation.

MFT 86705 Practicum II

3 Credits

Prerequisite: PSY 86704

This course provides the opportunity to continue to gain experience with individual, couples, families or groups and directly apply the theory and techniques of psychotherapy in a supervised clinical setting approved by California Southern University. Learners are reminded that MFT and LPCC licensure in California requires that a minimum of 225 hours be completed while in a practicum and prior to graduation.

MFT 86706 Practicum III

3 Credits

Prerequisite: PSY 867054

This course provides the opportunity to gain experience with individual, couples, families or groups and directly apply the theory and techniques of psychotherapy in a supervised clinical setting approved by California Southern University. In addition, this course offers training and development of documentation skills and accessing resources for clients. Learners are reminded that MFT licensure in California requires that a minimum of 225 hours be completed while in a practicum and prior to graduation, which complies with the MFT licensure requirement in California.

MFT 86900 Research Methods and Statistics

3 Credits

This course examines tools used in the field of psychology in the process of organized inquiry. The focus of study covers the basic concepts in statistics and research. Experimental research designs and correlational research are highlighted within a social and ethical context. Statistical topics include levels of measurement, central tendency, dispersion, correlation, and the use of inferential statistics for hypothesis testing. Emphasis is given to helping Learners become knowledgeable consumers of research and to utilize statistics as a means of greater understanding and discovery of the principles of statistical hypothesis testing.

PSY 86502 Counseling Theories and Strategies

3 Credits

This course explores the major psychotherapeutic models and theories in current use. The focus is on the application of techniques to a variety of clinical situations to improve, restore or maintain healthy individual, couple, and family relationships. Emphasis is given to the development of those personal qualities that are intimately related to the counseling situation such as integrity, sensitivity, flexibility, insight, compassion and personal presence.

PSY 86505 Theories of Human Development and Functioning

3 Credits

This course studies the maturational and behavioral forces that affect the individual through various phases of life. This course will include content on individual and family development across the lifespan. Specific emphasis will be given to developmentally appropriate and atypical transitions related to common concerns in therapy and explore how these theories affect the therapeutic relationship.

PSY 86506 Psychopathology

3 Credits

This course provides an integrated course of study that trains in the diagnosis, assessment, prognosis and treatment of mental disorders. The focus of study is to build practical clinical skills in diagnosis, problem formulation, and crisis intervention. In addition to the DSM IV, the course examines psychopathology from a psychodynamic, behavioral, humanistic, and psychosocial perspective.

PSY 87507 Human Sexuality

3 Credits

Prerequisite: PSY 86502

This course focuses on physiological, psychological, and social cultural variables associated with sexual identity, sexual behavior, and sexual disorders. Using a biopsychosocial perspective, this course considers human sexual behavior as an interaction of physiological, psychological and sociocultural processes.

PSY 86508 Cross Cultural Moors and Values

3 Credits

This course explores cross-cultural mores and values with an emphasis on problems and solutions. The focus of study aims to



heighten awareness, compassion, and understanding for effective therapy practice including familiarity with the wide range of racial and ethnic backgrounds common among California's population, including but not limited to Blacks, Hispanics, Asians and Native Americans. This course guides Learners to focus on their culture of origin to increase awareness of their own heritage and to increase their appreciation of the impact of cultural diversity upon individuals.

PSY 86509 Psychology of Marriage and Family Systems

3 Credits

Prerequisite: PSY 86502 /
PSY 86506 / MFT 86504

This course covers assessment, diagnosis, and intervention strategies for individuals, couples, families, and children according to the systemic application of psycho dynamic, humanistic, communication, experiential, and integrative models. This course examines couple and family relationship system and focuses on communication, structural, emotional and behavioral patterns and assessment of normal and dysfunctional patterns.

PSY 86511 Alcoholism/Chemical Dependency

3 Credits

This course reviews the current theories of the etiology of substance abuse, medical and legal aspects, personality factors, physiological and psychological effects of alcoholism and chemical dependency and explores the treatment methods and strategies from an individual and family systems perspective. Community resources, the referral process, and recognition of populations at risk are covered.

PSY 86512 Group Psychology

3 Credits

Prerequisite: PSY 86502 /
PSY 86506 / MFT 86504

This course focuses on the basic issues and key concepts of group processes and the application of these concepts in a variety of group settings. The focus of study encourages the development of those personal qualities that are intimately related to the counseling situation such as integrity, sensitivity, flexibility, insight, compassion and personal presence. Attendance at a group or leadership of a group is required to provide experiential learning of group therapy and counseling principles as well.

PSY 86517 Psychology of Aging

3 Credits

This course explores the biological and psychological changes that occur within the adult over time (intra-individual changes) and the extent to which these changes occur at different rates among different individuals (inter-individual differences). The focus of study also includes special topics related to aging and long-term care.

PSY 86523 Psychology of Learning

3 Credits

This course examines and evaluates experimental and other literature on classical conditioning and types of instrumental learning as well as evaluation of concepts relevant to these types of learning.

PSY 86532 Family Systems Theory

3 Credits

Prerequisite: PSY 86502 /
MFT 86504

This course explores the history and development of family therapy. The focus of study provides an overview of the evolving viewpoints, perspectives, values, intervention techniques and goals of family therapy and includes clinical and research developments. The course content is intended to create a personal awareness and learning experience for the Learners that encourages the development of the qualities of sensitivity, flexibility, insight and compassion.

PSY 86801 Therapeutic Boundaries

3 Credits

This course addresses the legal and ethical dilemmas related to professional boundaries and dual relationships. Identification of boundary crossing and boundary violation in office practices and policies, personal disclosure, gift exchange and other potential boundary infringements, will be addressed. Dual relationships between therapist and client will focus on areas of sexual and non-sexual intimacy and other relationships where multiple roles may occur.

PSY 86899 Master's Thesis

6 Credits

This course prepares the graduate Learner for the development of a master's thesis. A review is given to research design, modes of observation, and techniques of analysis, the social and ethical context of research, and the uses of research. The main focus of study for this course is placed on the delineation of a problem in the field of psychology and a plan for conducting a literature review of the subject that will lead to its resolution. The course will integrate and demonstrate theoretical and practical knowledge gained in the degree course work and will include an emphasis on the statement of the problem, the purpose, the scope of the study, and a literature review in respect to the proposed problem. The project is intended to make a significant contribution to the field and/or the Learner's discipline. The grade for the course is either a Satisfactory or an Unsatisfactory grade only.

PSY 87100 Applied Sport Psychology I

3 Credits

This course is the first part of a two-part course that provides an overview of the foundations and applications of sport psychology and examines human behavior in sport and exercise settings. Applied Sport Psychology I examines personality, motivation, competition, group and team dynamics and communication. This course explores the basic concepts and principles of Sport Psychology and how they can be applied to counseling, teaching, coaching, and fitness instruction. This course investigates the latest research and practice in sport and exercise psychology.

PSY 87101 Applied Sport Psychology II

3 Credits

Prerequisite: PSY 87100

This course is the second part of a two-part course that provides an overview of the foundations and applications of



Sport Psychology. Applied Sport Psychology The focus of study examines performance enhancement through psychological skills training, imaging and goal setting, enhancing health and well being that includes athletic injuries, addictive behavior and burnout. This course explores the basic concepts and principles of Sport Psychology and how they can be applied to counseling, teaching, coaching, and fitness instruction. This course investigates the latest research and practice in Sport and Exercise Psychology.

PSY 87110 Current Issues and Professional Ethics in Sport Psychology

3 Credits

Prerequisite: PSY 87101

This course explores the ethical issues surrounding sports and includes as a focus of study an examination of good sportsmanship, fair play and cheating, performance-enhancing drugs, a review of gender equity and identity in modern-day sport, animal rights in sport, violence in sport and the negative aspects in competitive youth sports.

PSY 87115 Psychology of Coaching

3 Credits

Prerequisite: PSY 87100 / PSY 87101

This course provides a theoretical and practical knowledge of coaching strategies, methods and techniques that are critical for anyone working with an athlete or a team. This course reviews the latest sport science research and the hands-on experience and best practices of highly experienced coaches.

PSY 87120 Enhancing Performance: Preparation/Motivation

3 Credits

Prerequisite: PSY 87100 / PSY 87101

This course explores the improvement of performance through mental strategies such as visualization, meditation, hypnosis, autogenic training, biofeedback and progressive relaxation.

PSY 87125 Research Methods in Sport Psychology

3 Credits

Prerequisite: PSY 87100 / PSY 87101

This course provides an overall perspective of the research process as it relates to physical activity. This course investigates descriptive, quantitative (experimental and quasi experimental) and qualitative research methods as they pertain to the field of individual and team sports and physical activity in order to evaluate data and reach valid conclusions. This course explores the development and definition of a research problem culminating in a research proposal

PSY 87500 Advanced Theories of Personality

3 Credits

This course is designed as a survey of the major psychological theories of psychotherapy in current use, the application of each theory and the major figures in each. The focus of study is to explore the advanced application of the following therapeutic modalities: Psychoanalysis, Adlerian Psychotherapy, Rational-Emotive Therapy, Client-Centered Therapy, Cognitive Behavioral Therapy, Existential Therapy, Gestalt Therapy, Multimodal Therapy, Family Therapy, and Psychodrama.

PSY 87503 History of Systems of Psychology

3 Credits

This course presents a history of psychology beginning with the early Greeks. The focus of study is its presentation of how philosophy combined with developments in natural science and experimental physiology form the major schools of psychological thought today.

PSY 87504 Ethical and Professional Issues

3 Credits

This course compares and contrasts the legal and ethical issues as they relate to the privileged relationship between therapist and client. The focus of study examines general legislation regarding licensing and the practice of psychology. This course also explores the area of domestic violence.

PSY 87506 Advanced Psychopathology

3 Credits

This course provides an advanced and integrated study of psychopathology, emphasizing the multi-axial system of the current Diagnostic and Statistical Manual of mental disorders. The course focuses on the assessment of differential diagnosis, etiology, prognosis and treatment of mental illness from psychodynamic, cognitive, behavioral, humanistic-existential, biological and sociocultural perspectives. Culture and human diversity as well as legal and ethical factors will be considered.

PSY 87508A Cultural Diversity

3 Credits

This course explores a multicultural basis of behavior with an emphasis on social cognitions, social interaction processes and organizational dynamics. The focus of study aims to heighten perception and understanding of effective therapeutic practice including familiarity with the wide range of racial and ethnic backgrounds, gender issues, ageism, sexual orientation and disabilities. This course guides Learners to focus on ones culture of origin to increase awareness of ones own heritage and to increase ones appreciation of the impact of cultural diversity upon individuals.

PSY 87509 Advanced Psychology of Marriage and Family Systems

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

This advanced course in marriage and family systems prepares Learners to conduct psychotherapy with individuals, couples and families from a family systems approach that utilizes a depth or awareness model to change behavior. Learners explore general principles of family functioning and learn specific applications of systems theory and therapy through the analysis of case material and case reports.

PSY 87513 Psychological Tests and Measurements

3 Credits

This course assesses the nature and use of psychological tests and methodologies to assess intelligence, personality, and mental and behavioral disorders. Surveys widely used tests and how tests are constructed, administered and scored.



PSY 87514 Brief Therapy

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

This course provides an overview of brief therapy roots and demonstrates techniques common to all brief therapy models. Since in the current field of mental health, there is a rising demand for the utilization of effective short-term therapy, the focus of study for this course is on client problem resolution as the solution to the psychological complaint, consistent with current requirements of managed health care providers. Audio or videotape assignments may be required.

PSY 87515 Social Psychology

3 Credits

This course provides an overview of social psychology. Specifically, the focus of this course explores how others affect our perception, thoughts, emotions, and behaviors. This course examines current research as well as historical social psychological concepts and identifies how social psychological constructs impact the world.

PSY 87518 Hypnosis: Theory and Practice

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

This course summarizes hypnosis theory. The focus of study includes techniques for induction, suggestion, post-hypnotic suggestion, self-hypnosis, and the practical uses and limitations of hypnosis.

PSY 87519 Psychology of Trauma

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

This course compares and contrasts theoretical and clinical and research issues surrounding Post Traumatic Stress Disorder. The focus of study includes an exploration of associated disorders including DSM-IV classification, etiology, psychotherapeutic interventions and pharmacological treatment.

PSY 87521 Organizational Psychology

3 Credits

This course focuses on how successful managers and employees apply human concepts to resolve problems and issues. These processes include exploring personality and group dynamics that affect attitudes and behaviors.

PSY 87522 Consulting in Mental Health

3 Credits

This course recommends a step-by-step approach to developing an effective consulting practice in mental health. The focus of study includes training and organizational settings.

PSY 87524 Cognition, Emotion and Motivation

3 Credits

This course summarizes the theory of human cognition and cognitive psychology. Issues to be presented include, but are not limited to, attention, imagery and memory, consciousness, schemata, cognitive maps, decision making and problem solving.

PSY 87527 Psychology of Stress and Stress Related Disorders

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

This course explores multiple causes of stress and related psychopathologies. The focus of study emphasizes the emotional and physiological manifestation of differential diagnostic symptoms.

PSY 87528 Psychology of Violence and Domestic Abuse Reporting

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

This course explains the history and theories of violent behavior. The focus of study examines treatment strategies to prevent violence in the home, school, community and workplace.

PSY 87529 Myers-Briggs Type Indicator

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

This course compares and contrasts the use of Jungian Theory and the Myers-Briggs Type Indicator in therapy, business and educational consulting.

PSY 87530 Dream Analysis

3 Credits

This course investigates the various theoretical approaches to dream analysis including Jungian, Analytic, Freudian, Adlerian and Gestalt. The focus of study is on the exploration of the purpose and function of dreams in everyday life. The course covers all aspects of dream interpretation based on the various theoretical models.

PSY 87533 Psychology of Death and Dying

3 Credits

This course explores all aspects in the process of loss and death. The focus of study includes attitudes towards death, historical and current, incorporated into theory and practice and the integration of conceptual knowledge within the human experience. The Learner will explore his or her community to identify and research referrals for future clients who have terminal illnesses or have experienced a death in their family.

PSY 87534 Dual Diagnosis

3 Credits

Prerequisite: PSY 87506

This course explains dual diagnosis of the DSM-IV Mental Disorders and Substance Related Disorders. The focus of study is on the primary and secondary differential analysis, assessment, intervention and treatment. Previous graduate coursework in substance related disorders is recommended.

PSY 87535 Attention-Deficit/Hyperactivity Disorder: Diagnosis and Treatment

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

This course compares and contrasts the disruptive behavior disorder, Attention-Deficit/Hyperactivity Disorder (ADHD). The



Learner will learn how to differentiate ADHD from other “look-alike” disorders and how to assess for and effectively treat ADHD.

PSY 87536 Cognitive-Behavioral Psychotherapy

3 Credits

Prerequisite: PSY 87500 /
PSY 87504

This course analyzes Cognitive Therapy and Cognitive Behavioral Therapy utilizing the traditional works of Aaron Beck, Donald Meichenbaum and other related theorists. Mindfulness-based Cognitive Therapies which includes Dialectical Behavior Therapy will be covered. The focus of this course is primarily on the Anxiety Disorders, Mood Disorders, Psychotic Disorders, Substance and Eating Disorders and Personality Disorders as applied to DSM-IV classifications.

PSY 87537 Psychology of Chronic Illness

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

This course assesses the psychosocial challenges that accompany a chronic illness. The focus of study includes specific interventions that are explained which focus upon three interacting areas of the patient’s life: the disease, the emotional response and the family’s response. Clinical techniques as applied to chronic illness are discussed.

PSY 87538 Advanced Psychology of Addiction and Compulsive Behaviors

3 Credits

Prerequisite: PSY 87500 /
PSY 87506

This course summarizes both the ingestive addictions (i.e., chemicals, food) and the process addictions (i.e. gambling, sex) through a thorough integration of the DSM IV Substance Related Disorders, other Axis I clinical syndromes and the Axis II Personality Disorders. Previous coursework in graduate substance abuse is strongly recommended.

PSY 87540 Statistical Methods and Analysis

3 Credits

This course provides instruction on the calculation, use, and interpretation of descriptive and inferential statistics. The focus of study emphasizes the application and interpretation of statistical tests in conducting research at the graduate level. This course introduces inferential statistics and their application to research design. Both parametric and non-parametric approaches to the analysis of data are discussed.

PSY 87541 Psychology of Religion

3 Credits

This course provides an overview of the major world religions: Christianity, Islam, Hinduism, Buddhism, Confucianism, Taoism, Judaism, and the primal religions in relation to human development. For each religion presented a thorough analysis of its origin, its vocabulary, its understanding of god(s), its sacred text (s), its main divisions, its houses of worship, its rituals, and its main teachings is presented. The focus of study is on the values each religion imparts to its participants and on how they encourage healthy human development.

PSY 87542 Eating Disorders

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

This course examines the history, concepts and treatments of two major groups of eating disorders: Anorexia Nervosa and Bulimia Nervosa. The focus of study is on the cultural context in addition to the psychodynamic and family dynamics aspects of the disorder.

PSY 87545 Interpersonal Neurobiology and Attachment

3 Credits

This course investigates the emergence of a new sub-discipline within psychology and psychotherapy: interpersonal neurobiology. Pioneers in this rapidly growing field, such as Daniel Siegel, Allan Schore, and Stephen Porges, all maintain that our brains are wired radically to the interpersonal domain. Less-than-optimal social attachment and nurturance can negatively affect intellectual and emotional development. On the other hand, healthier brain functions and even structures are possible when facilitated by trained professionals. In a nutshell, secure, empathic attachments in relationship actually “change brain.” This course introduces key concepts from this new field of interpersonal neurobiology, with support from research in attachment theory, and practically applies such theoretical and empirical foundations to the goal of enhancing secure attachment with relationship-oriented psychotherapy across all clinical populations.

PSY 87547 Career Counseling

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

The purpose of this course is to provide the basic theoretical framework of career counseling, career development, as well as the counseling tools used in the career counseling process. The course will present major theories of career development, offer sources of occupational information, and introduce principles of assessment in career counseling.

PSY 87550 Positive Psychology I

3 Credits

Prerequisite: PSY 87500 /
PSY 87504 / PSY 87506

The course explores the scientific study of human strengths and virtues. The course will examine human behavior that is effective, valuable, and contributes positively to personal growth and global enrichment. Topics covered will include: historical overview of this field; theoretical approaches to personality growth and self-actualization; the biology of positive emotions; subjective well-being; peak performance; love and intimacy; mindfulness and creativity; altruism and health; interventions for enhanced wellness; job satisfaction and self-fulfillment in the workplace; religion, spirituality, and positive living.

PSY 87551 Positive Psychology II

3 Credits

Prerequisite: PSY 87550

The course explores the scientific study of human strengths and virtues. The course will examine human behavior that is effective,



valuable, and contributes positively to personal growth and global enrichment. Positive psychology has recently been established to promote the scientific study of human strengths and virtues. Although seeking to increase objective knowledge in this domain, the focus of study for this course is in applying such knowledge to help individuals, couples, and families to function more effectively and to provide interventions for their enhanced wellness, job satisfaction and self-fulfillment in the workplace.

PSY 87552 Diagnosis and Treatment of Individuals with Intellectual Disability and Borderline Intellectual Functioning

3 Credits

Prerequisites: PSY 86502 and PSY 6506 or PSY 87500 and PSY 87506

This course examines general concepts relative to mental retardation and borderline intellectual functioning. This course provides an integrated program of study that focuses on the assessment, diagnosis, and counseling for persons with intellectual disability (ID) and Borderline Intellectual Functioning (BIF) who are experiencing mental disorder. The focus of study is on building practical clinical skills which will increase the Learner's ability to deliver counseling services in an effective, socially appropriate, culturally sensitive, and ethical fashion to persons with mild intellectual impairment and borderline intellectual functioning.

PSY 87560 Media Psychology: Writing, Publishing and Promoting a Self-Help Book

3 Credits

This course guides in the creation of a self-help book proposal, suitable for submission to a book publisher. The Learner will become informed about the process of writing, publishing, and promoting a book.

PSY 87561 Interpersonal Conflict in the Workplace

3 Credits

Prerequisite: PSY 87500 / PSY 87504 / PSY 87506

This course investigates work relationships and interpersonal conflict. The focus of study includes an exploration of personality traits and disorders and develops strategies for dealing with them.

PSY 87700 Psychopharmacology

3 Credits

Prerequisite: PSY 87500 / PSY 87504 / PSY 87506

This course explores the neuroanatomy, neurophysiology, and biologic actions of psychopharmacological agents which are currently in use, as well as to the indications for prescribing the agents, the side effects which may occur, and the clinical considerations for the psychologist in referring the patient for medication evaluation. The course also serves as a foundation for further study for those who plan to practice psychology in the event that psychologists are granted prescription privileges.

PSY 87701 Physiological Psychology

3 Credits

Prerequisite: PSY 87506

This course explains how the organism behaves from a physiological perspective. The focus of study includes neural

functions, effects of drugs, sensory motor systems, biological rhythms, attention and motivation.

PSY 87702 Psychological Assessment I

3 Credits

Prerequisite: PSY 87500 / PSY 87504 / PSY 87506

This course introduces the use of intelligence testing and objective personality testing. Learners will learn the basics of administering, scoring, and interpreting these tests. There is an administrative fee if you wish to borrow the tests from the University Bookstore.

PSY 87703 Psychological Assessment II

3 Credits

Prerequisite: PSY 87702

This course presents the use of projective measures of assessment. Learners will learn how to administer, score and interpret projective measures of psychological functioning. There is an administrative fee if you wish to borrow the tests from the University Bookstore.

PSY 87704 Practicum I

3 Credits

Prerequisite: PSY 87500 / PSY 87504 / PSY 87506

This course is designed for those Learners who have completed the majority of both didactic and skill based training in the degree program. Placement of Learners is in settings comprised of the following: Practitioners who are clearly committed to training; Supervision of Learners provide with an adequate number of appropriate professionals; and the setting itself provides a wide range of training and educational experiences through applications of empirically supported intervention procedures. The focus of study will include assessment and treatment of individuals, couples, families, and groups. This practicum class is the first of two that Learners may take wherein Learners are responsible for finding their own outside supervised clinical experience. The focus of this course provides Learners with an opportunity to engage in on-going therapeutic practice with an emphasis on case management and therapeutic integration as the cases develop over time.

PSY 87705 Practicum II

3 Credits

Prerequisite: PSY 87704

This course is designed for those who have completed Practicum I. This course is a continuation of the skills learned in Practicum I and is designed for those Learners who have completed the majority of both didactic and skill based training in the degree program. Placement of Learners is in settings comprised of the following: Practitioners who are clearly committed to training; Supervision of Learners is provided with an adequate number of appropriate professionals; and the setting itself provides a wide range of training and educational experiences through applications of empirically supported intervention procedures. The focus of study is to enhance the Learner's skill development and to provide additional skill training on a variety of topics in the same or a different setting. Learners are responsible for finding their own outside supervised experience. The course provides Learners with an opportunity to engage in on-going therapeutic practice within the designated therapeutic setting.



PSY 87707 The Psychology of the Mind I: Mind-Body Connection

3 Credits

Prerequisite: PSY 87701

This course investigates the mind's ability to influence physiological states and the mechanisms used to do so. There is a substantial body of research documenting the mind-body connection. The focus of study is on three areas of emerging research. The first is the relationship between various mind/mental states and the body's immune system or psychoimmunology. The second area concerns the mind's influence upon the nervous system or psychoneurology. The third area concerns the mind's ability to create various disease-like states or psychogenic.

PSY 87708 The Psychology of the Mind II: Mind-Body Connection

3 Credits

Prerequisite: PSY 87701 /
PSY 87707

This course investigates the mind's ability to influence physiological states and the mechanisms used to do so. There is a substantial body of research documenting the mind-body connection. The focus of study is on this emerging research that documents the body-mind connection. The course will include theories of how environment toxicities and abnormal physiological states can interact to produce both positive and negative mental, behavioral, and physical health states.

PSY 87799 Doctoral Qualifying Examination

0 Credits

This exam is objective and measures basic competencies required to proceed in the PsyD program. The exam is taken following the completion of the first 6 core courses for the PsyD Degree and covers the following areas: advanced theories of psychotherapy, advanced psychopathology, and advanced ethical and professional issues, cultural diversity issues, psychopharmacology, and physiological psychology. A grade of "Satisfactory" is required to proceed in the program. Learners are given three opportunities to pass the exam.

PSY 87800 Doctoral Comprehensive Exam

1 Credit

The Comprehensive Examination provides an opportunity to assess comprehensive academic competence in psychology. Preparing for and taking the examination encourages the integration of all facets of doctoral education completed during the first two years of the program. The examination is considered in evaluating Learners' readiness to take on the increased professional responsibilities of the practicum placements. Accordingly, a grade of "Satisfactory" is required to accept Practicum placements. The examination is offered prior to registration in Practicum. Learners are given three opportunities to pass the examination.

PSY 88000 Internship

0 Credits

This course is designed for those Learners who have completed all academic requirements for the PsyD program to participate in a pre-doctoral internship for one year (1500 hours). The Internship provides continued structured clinical training experience under the supervision of a Licensed Clinical Psychologist beyond the Practicum.

PSY 88001 Externship

6 Credits

This course is designed for those Learners who have completed all academic requirements for the MS program with the exception of the master's thesis. In this course the Learner will have the opportunity to gain first-hand, field experience in providing services in a non-clinical work setting (e.g., work or business environment, public service organization, or county or local government entity, etc.). The Learner is responsible for arranging his/her externship and it is subject to approval by the Dean.

PSY 89997 A & B Doctoral Project I

3 Credits each

Prerequisite: Successful completion of graduate level courses and the comprehensive examination

These courses prepare the doctoral Learner for the development of a final project. A review is given to research design, modes of observation, and techniques of analysis, the social and ethical context of research, and the uses of research. The main focus of this course of study is placed on the delineation of a problem in the field of psychology and a plan for conducting substantive research leading to its resolution. The course will include an emphasis on the statement of the problem, the purpose, the scope of the study and a literature review in respect to the proposed problem. The focus of study also includes the data gathering and the analysis process associated with psychological research. The grade for the course is either a Satisfactory or an Unsatisfactory grade only.

PSY 89998 A & B Doctoral Project II

3 Credits each

Prerequisite: PSY 89997

These courses are a continuation of PSY 89997B and the third and fourth of five courses to accomplish the final project. The course integrates and demonstrates theoretical and practical knowledge gained in the degree course work and includes an emphasis on the statement of the problem, the purpose, the scope of the study and a literature review in respect to the proposed problem. The project is intended to make a significant contribution to the field and/or the Learner's discipline. The grade for the course is either a Satisfactory or an Unsatisfactory grade only.

PSY 89999 Doctoral Project III

2 Credits

Prerequisite: PSY 89998

This course is a continuation of PSY 89998. It is the final course to accomplish the final project. The main focus of study is placed on the delineation of a problem in the field of psychology and a plan for conducting a literature review of the subject that will lead to its resolution. The course integrates and demonstrates theoretical and practical knowledge gained in the degree in which the Doctoral Project manuscript is completed. It consists of an introduction, statement of the problem, methods of analysis, findings, conclusions and suggestions for future research. At the completion of the final project, the Learner presents his/her research methods, findings and solutions to the problem in a written document and defends their project to their Project Chair and Committee in an Oral Defense. The project is intended to make a significant contribution to the field and/or the Learner's discipline. The grade for the course is either a Satisfactory or an Unsatisfactory grade only.



SCHOOL OF LAW

Master of Science in Law Course Descriptions

MSL 6100 Criminal Law and Procedure

3 Credits

This course examines the structure and function of criminal law and criminal procedure. Focus is placed on crimes against the person and property including homicide, battery, assault, theft crimes, inchoate crimes and their ensuing defenses. The procedural portion of the course surveys the criminal justice system with emphasis on the Fourth, Fifth, and Sixth Amendments to the United States Constitution including topics such as searches, seizures, interrogation, line-ups, and double jeopardy.

MSL 6150 Contracts

3 Credits

This course surveys the basic principles of contracts. It includes elements of a contract and enforceability issues, such as consideration, reliance, restitution, and reformation. Issues related to bargaining, including capacity, unfairness, and unconscionability are considered, as is the need for a writing. Remedies are studied, including specific performance, limitations on damages, and liquidated damages.

MSL 6200 Torts

3 Credits

This course examines laws relating to civil liability for intentional and negligent wrongs. Emphasis will be placed on the development of liability, intentional interference with person or property, privileges, negligence, causation in fact, proximate or legal cause, joint tortfeasors, strict and vicarious liability, product liability, nuisance, defamation, privacy, and civil rights.

MSL 6250 Property

3 Credits

This course surveys the law of property, including first and subsequent possession, the system of estates, leaseholds, transfers of land, control of land use through private and public means, private land use arrangements, a comparative study of servitudes, judicial zoning, legislative zoning, and the problem of regulatory takings.

MSL 6300 Constitutional Law

3 Credits

This course examines the United States Constitution with an emphasis on the role of the Supreme Court, the powers of Congress, the distribution of national powers, equal protection, implied fundamental rights, freedom of expression, religion, economic liberties, the contracts and taking clauses, and the problem of private power.

MSL 6350 Business Associations

3 Credits

This course introduces the Learner to the principles of business organizations, including partnerships, limited liability companies,

and corporations, legal issues surrounding formation, financing, and control of corporations. Consideration is given to corporate powers, the powers and duties of directors, officers, and shareholder rights; problems relating to consolidation, merger, and dissolution.

MSL 6400 Legal Ethics

3 Credits

This course presents fundamental ethical issues encountered in business and legal working environments. It examines legal ethics and business ethics in theory and practice with a focus on topics such as the unauthorized practice of law, the attorney-client relationship, fiduciary duties, disclosure of information, conflicts of interest, fees, workforce discrimination and corporate responsibility.

MSL 6450 Wills, Trusts, and Estates

3 Credits

This course surveys the law relating to the creation of wills and trusts, creation of the trust relationship, charitable trusts, resulting trusts, constructive trusts, the power and duties of the trustee, alteration and termination of the trust, probate of wills, and administration of estates.

MSL 6500 Domestic Relations

3 Credits

This course examines the laws relating to marriage and the creation of a family, separation, and the dissolution of marriage. Community property will be addressed at the end of the course.

MSL 6550 Immigration Law

3 Credits

This course surveys major topics in U.S. immigration law to include the statutory, historical, and procedural foundations of U.S. immigration law and policy. It explores the process for enforcing U.S. immigration policies including the role of the judiciary and federal power, admissions, citizenship, removal, refugees, political asylum and issues of national security.

MSL 6600 International Law

3 Credits

This course provides a comprehensive and up-to-date survey of public international law with emphasis on the fundamental history and structure of international law and the interface of international law and national law. Special attention is paid to human rights, the law of the sea, and international environmental law.

MSL 6650 Intellectual Property

3 Credits

This course surveys intellectual property law, including the law of patents, copyright, and trademark. The course explains and examines the often complicated law which protects and preserves new ideas and outlines how intellectual property rights allow rights owners to prevent others from misappropriating their creations.



Juris Doctor Course Descriptions

LAW 5101 Introduction to Law

1 Credit

This course presents the beginning law student with an overview of the structure and operation of the United States' legal system and provides him or her with the opportunity to examine the methodology and reasoning utilized by the courts. The student is introduced to legal reasoning and analysis and to "thinking like a lawyer."

LAW 5110A Torts I

3 Credits

This course examines the laws relating to civil liability for intentional and negligent wrongs. Emphasis will be placed on the development of liability, intentional interference with person or property, privileges, negligence, causation in fact, proximate or legal cause, joint tortfeasors, and legal duty.

LAW 5110B Torts II

5 Credits

Prerequisite: LAW 5113A

This course examines the laws relating to civil liability for intentional and negligent wrongs. Emphasis will be placed on the defenses which can be raised, strict and vicarious liability, product liability, nuisance, defamation, privacy, and civil rights.

LAW 5111A Contracts I

3 Credits

This course covers the basic principles of contracts. It includes elements of a contract, and enforceability issues including consideration, reliance, restitution and reformation. Issues related to bargaining, including capacity, unfairness, and unconscionability are considered, as are the need for a writing. Remedies are studied, including specific performance, limitations on damages, and liquidated damages.

LAW 5111B Contracts II

4 Credits

Prerequisite: LAW 5111A

This course continues the study of the common law of contracts. Because of the importance of the Uniform Commercial Code to commercial enterprise and because of its complexity, California Southern University dedicates an entire course to it, LAW 5143 Uniform Commercial Code. The contracts courses refer to the UCC where appropriate, but it is not a primary focus of these courses.

LAW 5115 Criminal Law

4 Credits

This course examines the structure and function of criminal law. Emphasis is placed on crimes against the person, against the habitation, and against property, including such crimes as homicide, assault, battery, abduction, rape, kidnapping, burglary, arson, larceny, robbery, embezzlement, forgery, and counterfeiting. Also considered are imputability, responsibility and special defenses.

LAW 5116 Criminal Procedure

4 Credits

This course emphasizes the application of the Fourth, Fifth, and Sixth Amendments to the United States Constitution to state criminal proceedings as developed through the due process clause of the Fourteenth Amendment. Also covered are the exclusionary rules, arrest, search and seizure, identification of suspects, bail, the right to counsel, and the right to a jury trial.

LAW 5117 Legal Research

4 Credits

Prerequisites: LAW 5101 /
LAW 5120A&B

This course introduces the theory and practice of legal research through library exercises and writing assignments. Emphasis is placed on the development of practical research skills through the use of all major types of research materials available to the legal practitioner.

LAW 5119 1L Capstone Seminar

0 Credits (Audit Only)

Prerequisites: LAW 5110A&B,
LAW 5111A&B, LAW 5115 and
LAW 5120A

This course integrates the concepts and skills learned throughout the first year of law school and compares and contrasts similar principles as they appear in different primary subjects. For example, the concepts of intent and negligence as they are used in Criminal Law and in Torts will be compared. Writing and analytical skills developed in Introduction to Law and Legal Writing will be further honed, with a focus on writing in a style appropriate for the Bar examination.

LAW 5120A Legal Writing I

2 Credits

Prerequisite: LAW 5101

This course teaches the classic elements of a legal decision: Issue, Rule, Application and Conclusion and demonstrates the importance and use of each element. Learners move from recognizing these elements in cases they read to identifying them in fact patterns and developing their own case analysis relying on these elements. Clear, articulate written communication is a key to successful communication in a legal setting. Clear thinking is only effective when it is accompanied by clear writing; a thought or idea is meaningful only when it is communicated clearly and directly to another. Thus, this course guides the student to the development of clear, precise, well-organized written communication, integrated with substantive law.

LAW 5120B Legal Writing II

2 Credits

Prerequisite: LAW 5120A

This course continues Legal Writing I and is designed to provide the practical guidance and experience in applying law to facts, needed both in writing essay exams for school substantive courses, for bar exams, and for the practice of law. Emphasis will be placed on creating a workable law-fact outline and on integrating law and facts into an analytical sentence. This course strives to provide the Learner with specific techniques and strategies for accomplishing these goals.



LAW 5121 Civil Procedure

4 Credits

This course studies common law civil procedure and its modern development including federal and California rules of civil procedure. Emphasis is on jurisdiction and remedies.

LAW 5123 Constitutional Law

4 Credits

This course examines the United States Constitution with an emphasis on the role of the Supreme Court, the powers of Congress, the distribution of national powers, and equal protection.

LAW 5124 Constitutional Law II

4 Credits

Prerequisite: LAW 5123

This course continues the examination of the Constitution of the United States of America. Emphasis is placed on equality and the Constitution, implied fundamental rights, freedom of expression, the Constitution and religion, economic liberties and the Constitution, the contracts and taking clauses and the Constitution, and the problem of private power.

LAW 5125 Property I

4 Credits

This course analyzes the law of real property, including first and subsequent possession, the system of estates, leaseholds, and transfers of land.

LAW 5126 Property II

4 Credits

Prerequisite: LAW 5125

This course emphasizes the control of land use through private and public means, private land-use arrangements, a comparative study of servitudes, judicial zoning, legislative zoning, and the problem of regulatory takings.

LAW 5131 Wills, Trusts, and Estates

4 Credits

This course relates to the creation of wills and trusts, creation of the trust relationship, charitable trusts, resulting trusts constructive trusts, the power and duties of the trustee, alteration and termination of the trust, probate of wills, and administration of estates.

LAW 5132 Community Property

4 Credits

This course classifies property with the differentiation of separate and community property, the management and control of the community, debt and tort liability, and distribution upon dissolution of the community.

LAW 5133 Business Associations

4 Credits

This course introduces the principles of business organizations, including partnerships, limited liability companies, and corporations. Agency is addressed, as well as legal issues surrounding formation, financing, and control of corporations. Detailed consideration is given to the fiduciary obligations of partners, rights of partners

in management, corporate powers, the powers and duties of directors and officers, shareholder rights, and problems relating to consolidation, merger and dissolution.

LAW 5134 Professional Responsibility

4 Credits

This course covers the organization of the legal profession and professional responsibility in practice, forming the attorney-client relationship, advertising, solicitation, group legal plans and services, fiduciary duties, and avoiding conflicts of interest.

LAW 5135 Evidence

4 Credits

This course covers the common law, federal rules of evidence, and California law as it relates to the admission and the exclusion of evidence and its reliability on the basis of logic and policy. Special attention is paid to relevancy, real proof, testimonial proof, and hearsay.

LAW 5141 Remedies

4 Credits

This course offers a study of legal and equitable remedies, including general principles and the historical background of modern remedies, law of damages, unjust enrichment, restitutionary remedies, and remedies in context.

LAW 5142 Federal Income Taxation

4 Credits

This course introduces the fundamentals of federal income taxation. The materials covered will include the constitutional bases of income taxation, sources of federal tax law and use of tax research materials, identification of income subject to taxation, identification of the taxpayer liable for the tax, and deductions in determining taxable income. Learners will become familiar with the Internal Revenue Code as the fundamental source of federal tax law and develop the skills necessary for work with the Internal Revenue Code.

LAW 5143 Uniform Commercial Code

4 Credits

This course studies Articles I and II of the Uniform Commercial Code (UCC) related to the sale of goods. The course analyzes the law relating to contract formation, enforcement, and breach when there is a transaction in goods, including buyer's and seller's remedies and the law of warranty.

LAW 5144 Corporate Taxation

4 Credits

Prerequisite: LAW 5142

This course provides an introduction to the taxation of corporations and shareholders, including the tax aspects of corporate formation, distributions, partial and complete liquidations, and divisive and acquisitive reorganizations.

**LAW 5157 Environmental Law**

4 Credits

This course focuses on the law of toxic and hazardous waste disposal and cleanup, and private causes of action for injuries suffered through environmental exposures through case analysis. The course will also cover current legal problems surrounding the vast areas of environmental law.

LAW 5158 Domestic Relations

4 Credits

This course studies the laws relating to marriage and the creation of a family, separation and the dissolution of marriage. This course is recommended for Learners who would like to specialize in family law.

LAW 5167 Alternative Dispute Resolution

4 Credits

This course surveys the variety of methods for dispute resolution including mediation, negotiation, mini trials, panel evaluations, voluntary arbitration, and the use of special masters. The course will help Learners understand a variety of approaches to resolving legal disputes and to encourage them to view litigation, not as the norm, but simply as another means of resolving disputes.

LAW 5171 Real Estate Transactions

4 Credits

This course covers the basic elements of real estate transactions, using the residential transaction as a vehicle for exposing the fundamentals of real estate conveyancing, title assurance, secured financing and federal income taxation. Also addressed are commercial real estate transactions, financing and leasing techniques and current issues related to distressed properties and environmental regulation.

LAW 5198 Legal Externship

3-4 Credits

Prerequisites: LAW 5120A&B,
LAW 5117 and LAW 5121

This course offers the Learner the opportunity to obtain practical experience in a legal setting (e.g., judicial clerkship, law office, public interest organization, government entity). The Learner is responsible for arranging his/her externship, subject to approval by the Externship Coordinator. Course can be repeated once.

LAW 5199 Research Project

1-4 Credits

This course allows Learners to design a graduate research project in law to facilitate focused learning on a topic of interest to the Learner. The project must be approved by the Dean.



7. ACADEMIC, ADMINISTRATIVE AND FINANCIAL POLICIES AND PROCEDURES



Academic Calendar	92
Academic Dismissal	92
Academic Integrity	92
Academic Probation	92
Agreement to Arbitrate	93
Attendance Policy	93
Change of Address	93
Code of Conduct	93
College Level Examination Program	94
Continuous Enrollment	94
Course Length and Completion	94
Course Numbering System	94
Course Request and Start Dates	94
Credits / Semester System	94
Cumulative Grade Point Average	94
Enrollment Date	94
Evaluation of Transfer Credit	95
Extensions	95
Financial Responsibility	95
Grading Policies and Procedures	95
Grading System	95
Housing	96
International Learners	96
Job Placement Assistance	96
Learner's Advisement	96
Learner Identification Card	96
Learner Interaction	96
Learner Orientation	96
Learner Records	96
Learner's Rights to Appeal a Grade	96
Learner's Rights to Appeal Academic Probation or Dismissal	97
Learner's Right to Drop a Course	97
Learner's Rights and Grievance Procedure	97
Leave of Absence	97
Library	97
Licensing and Credentials	98
Military Deployment	98
Minimum Passing Grade and Repeated Courses	98
Notice of Learners Rights Under FERPA	98
Procedure for Online Distance Learning	99
Proctored Exams	99
Program Length	99
Refund Policy	99
Reinstatement	101
Satisfactory Academic Progress	101
Sexual Harassment	101
Standards of Progress	101
State of California Student Tuition Recovery Fund	101
Tax Deductions for Education Expenses	101
Textbooks and Instructional Material	101
Transcripts	101
Transferability of Credits and Degrees Earned	101
Tuition, Fees and Payment Options	102
Additional Disclosures	106





Academic Calendar

California Southern University has a fixed academic calendar with starting and ending dates. Learners enroll in courses beginning on the first day of each month. Each academic semester is 16 weeks in duration. Individual courses vary in length. Specific information is listed with each program description.

2012 School of Behavioral Sciences and School of Business Calendar		
8 Week Courses	Start Date	End Date
January	1/1/2012	2/26/2012
February	2/1/2012	3/28/2012
March	3/1/2012	4/26/2012
April	4/1/2012	5/27/2012
May	5/1/2012	6/26/2012
June	6/1/2012	7/27/2012
July	7/1/2012	8/26/2012
August	8/1/2012	9/26/2012
September	9/1/2012	10/26/2012
October	10/1/2012	11/26/2012
November	11/1/2012	12/27/2012
December	12/1/2012	1/26/2013

2012 School of Law Calendar (MSL and JD Programs)		
16 Week Courses	Start Date	End Date
January	1/1/2012	4/22/2012
February	2/1/2012	5/23/2012
March	3/1/2012	6/21/2012
April	4/1/2012	7/22/2012
May	5/1/2012	8/21/2012
June	6/1/2012	9/21/2012
July	7/1/2012	10/21/2012
August	8/1/2012	11/21/2012
September	9/1/2012	12/22/2012
October	10/1/2012	1/21/2013
November	11/1/2012	2/21/2013
December	12/1/2012	3/23/2013

Academic Dismissal

A Learner may be subject to academic dismissal from California Southern University for:

- Failure to make satisfactory academic progress.
- Failure to maintain a grade point average required for graduation.
- Failure to comply with the terms of academic probation.
- Failure to maintain continuous enrollment.
- Falsification of any work or records submitted for review or academic credit (plagiarism).

Note: Although not considered to be academically dismissed, Learners may be suspended from California Southern University for failure to pay tuition and fees. The conditions of reinstatement for Learners who have been withdrawn or academically dismissed apply equally to Learners who have been suspended.

Academic Integrity

Academic freedom is a fundamental right. Honesty and integrity are the preconditions of this right. Essential to the mission of California Southern University is the commitment to the principles of academic honesty and integrity. In order to maintain an academic climate that is conducive to each Learner's success, the University has established a set of policies and standards for all members of our academic family to adhere to.

The University's intellectual reputation is dependent upon its Learners who must assume responsibility for maintaining honesty in all work submitted, and its faculty whose cooperation is paramount in the application of the standards of academic integrity. The standards set by the University demonstrate our concern with academic dishonesty and our responsibility to our Learners to maintain this reputation. Integral to our Standards of Academic Integrity is a fair procedure for resolving complaints of academic dishonesty.

All work submitted in a course must be the Learner's own work. The knowing submission of another's work represented as that of the Learner without properly citing the source of the work will be considered plagiarism. Consequences for plagiarism will be determined by, and at the discretion of the Dean in consultation with the Academic Advisor and/or Faculty Mentor. The Learner who is accused of academic dishonesty can accept the accusation made by the mentor and accept the subsequent consequences or appeal to the Academic Committee who will make a decision on the accusation. Consequences include receiving a failing grade on the assignment and being placed on academic probation; or receiving a failing grade in the course and being placed on academic probation; or being dismissed from California Southern University. The Dean may require the completion of either ENG 1459 *Undergraduate Academic Writing and Research Skills* or ENG 6000 *Graduate Academic Writing and Research Skills*, prior to registration in subsequent courses. The University may conduct an investigation to review past homework assignments submitted by the Learner and reserves the right to change past grades awarded by the University if plagiarism is subsequently found in previous assignments. The submission of the same work to multiple courses violates academic integrity unless substantially changed or cited as previous work. The submission of work completed by others violates academic integrity.

Academic Probation

A Learner may be placed on academic probation due to violations in academic integrity and for any of the conditions listed in the Academic Dismissal section. The conditions of the academic probation will be specified to the Learner in writing.



A record of academic probation is maintained in the Learner's official file.

(This policy does not apply to Learners in the JD program, who should refer to the School of Law Policies and Procedures section of the University Catalog.)

Recipients of VA benefits risk termination of benefits if they do not meet the terms of their probation. Learners who are unable to reestablish satisfactory academic progress at the end of two consecutive evaluation periods cannot be recertified and their VA benefits will be terminated, and the VA notified. Learners have a right to submit a statement of mitigating circumstances with the VA notification.

Agreement to Arbitrate

The following language is contained in the Enrollment Agreement that each Learner signs when enrolling at California Southern University:

"Any controversy or claim arising out of or relating to this Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association in effect at the time such arbitration is initiated. The Arbitrator shall not consolidate more than one person's claims or otherwise preside over any form of a class or representative proceeding. The Arbitration hearing shall be conducted in Orange County, California, unless both parties consent to a different location. Each party shall pay exactly one half of the cost of the arbitration proceeding. The decision of the Arbitrator shall be final and binding upon all parties and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction. I agree that by entering into this Agreement, I am waiving the right to a trial by jury and agree to only bring claims in my individual capacity and not as a plaintiff or class member in any purported class or representative proceeding."

Attendance Policy

California Southern University requires that, once enrolled in a term or semester, a Learner must make satisfactory progress (see Satisfactory Academic Progress section) toward completion of the term or semester. The Learner is responsible for maintaining contact with the Faculty Mentor and Academic Advisor. Learners in the JD program, studying for the California Bar examination, are personally responsible for completing course work in the time required by the CBE of the State Bar of California and for spending the required number of hours in preparation and study for each course. This may differ somewhat from California Southern University's time requirements.

Change of Address

The Learner is responsible for notifying California Southern University of address changes including new e-mail addresses and new telephone numbers. California Southern University will send all written communications to the last known address.

Code of Conduct

The Learner Code of Conduct sets forth the standards of conduct expected of Learners who choose to join the university

community. This code is not exhaustive and Learners may be subject to disciplinary action for other behavior and/or activities deemed unacceptable or disruptive to the goals and mission of the university.

Learners who violate these standards will be subject to disciplinary sanctions including, but not limited to, issuance of a warning, probation, dismissal or permanent expulsion. Disciplinary action may be recorded permanently on a student's academic record and/or transcript.

Prohibited Conduct

1. All forms of student academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Endangering, threatening, or causing physical harm to any member of the University community or to oneself, causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
3. Impersonation of another, using another person's identity, or furnishing materially false information, including manufacturing or possession of false identification.
4. Forgery, falsification, fabrication, unauthorized alteration, or misuse of university documents, records, or identification.
5. Unauthorized presence in or unauthorized use of university property, resources, or facilities.
6. Unauthorized access to, disclosure of, or use of any university document, record, or identification, including but not limited to, electronic software, data, and records.
7. Interfering with or disrupting university or university-sponsored activities.
8. Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to the university or belonging to another person or entity.
9. Engaging in harassment or repeated contact that a reasonable person would understand to be unwanted, including, but not limited to, stalking. (See also **Sexual Harassment**)
10. Engaging in discriminatory activities as prohibited by applicable law or university policy.
11. Interfering with any university disciplinary process.
12. Engaging in any illegal sexual offense, including but not limited to, sexual assault, public sexual indecency, or indecent exposure.
13. Violation of any other university policy.
14. Conduct which is illegal under federal, state or local law.



College Level Examination Program (CLEP)

California Southern University recognizes the College Level Examination Program of the College Board. A Learner who has achieved a score of 500 or above on the General Examination (except English) can be awarded credit for each examination. A score of 630 on the 1978 scale or 520 on the 1986 scale is required in the English Composition, essay version examination. A maximum of 30 credits may be granted for CLEP.

Continuous Enrollment

Learners are required to maintain continuous enrollment by being enrolled in at least one course at all times unless they are on an approved Leave of Absence. Learners must register in a new course to begin on the start date following the end date of the current course or the following month, or end date of the Leave of Absence. It is recommended that Learners register in a new course at least one week prior to the end date of their current course.

Example 1: Term end date March 23.

Learner must register in a course to begin on April 1 or May 1.

Example 2: Term end date March 23 with a 30-day extension.

Learner requests and receives an extension of 30 days. Learner must register in the next course to begin May 1 or June 1.

Example 3: Term end date March 23 with a two-month Leave of Absence.

Learner requests a Leave of Absence for two months. Learner must register in the next course start date following the expiration of the Leave of Absence, which in this case would be June 1 or July 1.

Learners who have not registered in a course as stated above will be placed on probation and given a final date to register.

Course Length and Completion

Academic semesters at California Southern University are 16 weeks in duration. Term lengths are eight weeks for the School of Business and School of Behavioral Sciences and 16 weeks for the School of Law. Each Learner is expected to complete the degree program within the number of terms and length of time specified on the Enrollment Agreement. If additional course(s), terms or semesters are needed to complete the degree program, additional tuition will be charged.

Course Numbering System

The letters denote the area in which the course is offered. For example, 'PSY' is the abbreviation for 'psychology'. The numbers denote the level of study. For example: PSY 2409; the course is an undergraduate, upper division psychology course.

010 - 099	A preparatory course in which no credit is granted toward degree requirements.
1100 - 1199	An undergraduate, lower division general education course, designated as a freshman or sophomore level course.
1200 - 1999	An undergraduate, upper division general education course, designated as a junior or senior level course.
2100 - 2399	An undergraduate, lower division course, designated as a freshman or sophomore level course.
2400 - 2999	An undergraduate, upper division course, designated as a junior or senior level course.
5000 - 8999	A graduate level course.

Course Request and Start Dates

A semester officially begins on the published semester start date. This occurs on the first day of each month. In order to avoid delays and minimize the chance of violating the continuous enrollment policy, Learners must request the next semester's courses by the 15th of the month prior to the previous course end date. This is particularly important for Learners studying for the California Bar Examination and subject to the CBE's time requirements.

Credits / Semester System

Credits for a course are a means of measuring a Learner's progress in an academic program and represent the standards for the amount and quality of work required in a course. California Southern University awards credit based on a semester system. Unless otherwise specified, courses in the Juris Doctor program are 4 semester credits, and all other courses are 3 semester credits.

Cumulative Grade Point Average (CGPA)

The academic standing of a Learner is expressed in terms of a cumulative grade point average (CGPA). A CGPA is computed by dividing the total number of grade points earned at California Southern University by the total number of credits completed at California Southern University.

Transfer credit may be accepted subject to the provisions listed under Evaluation of Transfer Credit. However, due to considerable differences in course content of work done at other colleges or universities, California Southern University does not consider grade points or hours attempted for work completed at other schools in the calculation of the California Southern University's cumulative grade point average.

Enrollment Date

The date of enrollment is the date on the Enrollment Agreement when both California Southern University and the Learner have officially accepted conditions of enrollment.



Evaluation of Transfer Credit

Accrediting associations have adopted the credit system in an attempt to ensure that minimum standards are met in any postsecondary course. When a Learner completes a course at one institution, it is important to know how this study relates to a course offered at another institution. This information is especially useful if the Learner wishes to transfer credits from one institution to another. The credit system makes it possible to make such comparisons.

The acceptance of transfer credits between institutions lies within the discretion of the receiving institution. Credits earned at other institutions may or may not be accepted by California Southern University. Likewise, credits earned at California Southern University may or may not be accepted by another institution depending upon its programs, policies, and regulations. Other law schools may not grant transfer credit for courses taken at the School of Law.

In evaluating credits earned at other institutions, California Southern University will consider, among other factors, the amount of time that has passed since the credits were earned. Credits sought to be transferred to California Southern University and applied toward the required core or required elective course requirements of a degree program (i.e., courses in the Learner's major) must have been earned within 10 years of the Learner beginning studies at California Southern University. There is no time limit for credits sought to be transferred to California Southern University as general education or general electives.

Comparability of the nature, content, quality, and level of transfer credit, and the appropriateness and applicability of the credit earned, to programs offered at California Southern University are important in the evaluation process. This information is obtained from catalogs, course syllabi, and other materials, and from direct contact between knowledgeable, experienced faculty and staff at both California Southern University and the sending institutions.

Extensions

An extension adds an increment of 30 days to the end date of a course enabling more time in a course. A Learner may request up to two 30-day extensions per course from his or her Academic Advisor. In order for a course extension to be granted, the following steps must be taken by the Learner:

First 30-Day Extension

1. The Learner must request the extension from his or her Academic Advisor by the original course end date.
2. The Learner must pay the extension fee in full by the original course end date in order for the extension to be approved.

Second 30-Day Extension

1. The Learner must request the extension from his or her Academic Advisor no later than the end date of the first extension.

2. The Learner must pay the extension fee in full by the first extension end date in order for the extension to be approved.

If an extension is not requested by the original course end date or first extension end date, the Learner may be required to re-register in the course and will be responsible for full tuition. Additionally, the Learner must maintain continuous enrollment as described in the Continuous Enrollment Policy.

Learners using VA benefits are to contact the School Certifying Official to discuss how the extension affects their veterans benefits.

Financial Responsibility

A Learner may be suspended from California Southern University for failure to pay the tuition and fees as agreed to in the enrollment agreement. Upon completion of the degree program, any outstanding financial balance is due and payable immediately.

A Learner may not graduate, nor receive a degree, diploma or transcript, until all financial obligations have been satisfied.

Grading Policies and Procedures

Learner grades for each course are due from the faculty usually between four to seven days after the end date for a course. Grades are submitted through the *CalSouthern Learning Center*.

Grading System

Letter grades are awarded in accordance with each Learner's demonstration of the prescribed learning objectives and outcomes of each course as follows:

A	4.00 grade points
A-	3.66 grade points
B+	3.33 grade points
B	3.00 grade points
B-	2.66 grade points
C+	2.33 grade points
C	2.00 grade points
C-	1.66 grade points
D+	1.33 grade points
D	1.00 grade points
D-	0.66 grade points
F	0.00 grade points
S	0.00 grade points
U	0.00 grade points
CR	0.00 grade points
NC	0.00 grade points
W	0.00 grade points



- W Withdrawal** – Learners may withdraw from a course between day 15 and up to and including day 84 for a 16 week semester and between day 15 and up to and including day 42 for an 8 week term.
- TR Transfer Credit** – Semester credit granted for semester credits accepted in transfer from other institutions.
- CX Cancelled Course** – CX is recorded when a course is dropped up to and including the 14th day after the course start date.
- R Repeated Course** – A Learner has the option of retaking a course if he or she wants to improve an unsatisfactory grade. (Learners in the School of Law may only repeat courses for which they received a grade lower than 'C-'). Tuition must be paid for the repeated course at the current rate. Once a letter grade is recorded for the repeated course, the original grade will be replaced by an "R" grade. The grade points earned from the later grade will be used in computing the cumulative grade point average.
- S Satisfactory** – Full credit is given for course. S is equivalent to B or above for graduate work and C or above for undergraduate or JD level work. The grade points earned from the later grade will be used in computing the cumulative grade point average.
- U Unsatisfactory** – No credit is given for the course.
- CR Credit** – Full credit is given for the course. CR is equivalent to B or above for graduate work and C or above for undergraduate or JD level work.
- NC No Credit** – No credit is given for the course.

Housing

As an online distance learning institution, California Southern University does not have dormitory or housing facilities.

International Learners

Since all instruction at California Southern University is offered in English, it is important that international Learners be able to converse and understand spoken and written English. See the admission requirements for English Language Proficiency requirements. International Learners are cautioned that surface mail may take several weeks for delivery. If a Learner's address does not have a United States Zip Code designation, California Southern University recommends the Learner request and pay for expedited shipping in order to have timely delivery and to enable satisfactory academic progress.

Job Placement Assistance

California Southern University does not provide job placement assistance or guarantee jobs upon graduation.

Learner's Advisement

California Southern University assigns an Academic Advisor to each Learner to provide guidance to the Learner in planning his/her educational program. However, it is the Learner who must maintain sufficient interest and self-discipline to succeed in achieving the educational goals of the degree program.

Learner Identification Card

The CalSouthern Learner Identification Card identifies you as a current member of the CalSouthern online community. Learners who register and pay for their first course are eligible to receive an ID card. Learners must submit a photo to the Media Department to receive their CalSouthern ID Card. The first card is issued free of charge to all Learners. There is a \$20 fee for card replacement.

Learner Interaction

California Southern University provides for "electronic interaction" between Learners and their Faculty Mentors, though phone, email, discussion board, video conferencing, and an internal messaging system to facilitate and encourage ongoing communication and interaction. By utilizing the variety of communication mediums provided, Learners are able to communicate and exchange ideas directly with each other, with their Faculty Mentors, and with their Academic Advisors and enhance their learning experience.

Learner Identity Verification Process

The CalSouthern Learner identity verification process ensures that Learners who earn the credit or completion credentials are the same Learners who completed the course assignments and assessments. CalSouthern requires that Learners upload a government-issued photo identification as part of the enrollment process. This identification becomes part of the Learner's record.

Every final examination at CalSouthern is proctored using the services of ProctorU, which involves the Learner being monitored via a web cam throughout the examination. ProctorU requires the presentation of a driver's license or government-issued photo identification prior to the start of each examination. The proctor verifies that the exam taker is the same person pictured on the photo identification. In addition, ProctorU utilizes Acxiom, an identity verification service which uses unique, data-generated questions to authenticate an individual. Identity Authentication verifies individual responses against extensive, high-quality databases—ensuring greater security and reducing the risk of fraud. Their identification platform utilizes demographic and geographic data in challenge questions where the exam taker answers a series of personal questions that only they could answer.



Learner Orientation

A Learner Orientation is required of all Learners prior to starting courses at California Southern University. During orientation, Learners receive training on the University's online platform, register for courses, and review library resources, academic integrity lab, writing center, etc. The online orientation program is a very important component of the education process and ensures the smooth transition and positive adjustment of Learners into the CalSouthern community.

Learner Records

California Southern University maintains transcripts for fifty years and Learner records for five years. California Southern University recommends that a Learner obtain an official copy of his/her transcript and file it in a safe place.

Learner's Rights to Appeal a Grade

A Learner has the right to appeal a grade received in a course to the Faculty Mentor from whom the grade was received. The appeal must be in writing and must be postmarked no later than 15 days after the Learner received notification of the grade. If the appeal is denied, or if the Faculty Mentor does not respond within 15 days after receiving the appeal, the Learner may appeal directly to the Dean within an additional 15-day period. The Dean will render a final decision on the grade within 15 days after receiving the Learner's appeal. (This policy does not apply to law Learners, who should refer to the School of Law section of the catalog.)

Learner's Rights to Appeal Academic Probation or Dismissal

Within 15 days of receiving notification of academic probation or dismissal from California Southern University, the Learner may file a written appeal to the Academic Advisor. If, at this time, the appeal is denied or if the Academic Advisor does not respond within 15 days after receiving the appeal, the Learner may appeal directly to the Dean or higher-level administrator. If this appeal is denied or if there is no response within 15 days after receiving the appeal, the Learner may appeal directly to the President. The President shall render a final decision within 15 days of the receipt of the appeal. (This policy only applies to law Learners with respect to probation and dismissal for academic reasons. Law Learners should refer to the School of Law section of the University Catalog for policies regarding non-academic probation and dismissal.)

Learner's Right to Drop a Course

Learners may drop a course up to and including the 14th day after the course start date with no academic or financial penalty. See procedures for Withdrawal and Cancelled Course under the Grading System section. For Learners using military benefits, dropping a course affects benefits.

Learner's Rights and Grievance Procedure

(Does not apply to appeals of grades, academic probation, or dismissal.)

In the event that a Learner has a complaint, grievance or dispute with California Southern University regarding University procedures, decisions, or judgments, the Learner has a right to seek a satisfactory resolution through the formal avenues of appeal and redress as follows:

Step 1: Notification. The Learner must notify the relevant Faculty Mentor, staff or administrator in writing, by certified or registered mail postmarked no later than 15 days after the occurrence, stating the basis for the grievance, the details of the matter, and the remedy requested. The individual so notified shall respond with a decision in writing within 15 days of receipt of the grievance.

Step 2: Appeal. If the remedy requested is denied, or if the relevant University administrator does not respond within 15 days after the notification of Step 1 has been mailed, the Learner may appeal in writing, sent by certified or registered mail, directly to the Dean or higher-level administrator within an additional 15 day period. The recipient of the appeal will review the grievance and render a decision within 15 days of receipt of the Learner's appeal. However, failure to initiate a Step 2 appeal within the 15-day time frame indicates that the Learner accepts the Step 1 decision as final and that the matter is closed.

Step 3: Final Decision. If the remedy requested is denied or the University does not respond within 15 days after the Step 2 notice has been mailed, the Learner may appeal in writing, sent by certified or registered mail, directly to the Academic Committee within an additional 15 day period. The Committee will meet with the individuals involved to investigate the matter and will render a decision within 15 days of receipt of the Learner's appeal.

The Committee's decision shall be final. However, failure to initiate a Step 3 appeal within the 15-day period indicates that the Learner accepts the Step 2 decision as final and that the matter is closed.

Learner's Rights: A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916-574-7774, or by completing a complaint form, which can be found on the bureau's Internet site at www.bppe.ca.gov.

Leave of Absence

In situations where personal and/or professional commitments inhibit continuous enrollment, the Learner may obtain up to 3 one-month Leaves of Absence per calendar year upon approval by the Academic Advisor. The request must be submitted in writing to the Academic Advisor. The Leave of Absence must be taken between semester course enrollments and may not interrupt an ongoing course. In the case of a need to interrupt an ongoing semester, the Learner should withdraw from the course to avoid receiving a failing grade.



An extended Leave of Absence for up to one year may be granted for grave hardship. The same procedure for requesting a standard Leave of Absence must be followed for this leave and additional documentation or verification may be required.

While on a Leave of Absence, all tuition commitments remain in force. Additionally, the Learner must maintain continuous enrollment as described in the Continuous Enrollment Policy.

Library

The mission of the CalSouthern Library is to render library support to California Southern University's programs of study by providing traditional library service in a nontraditional environment, thereby facilitating the research activities and needs of Learners, faculty, and staff.

The CalSouthern Library provides electronic access to subscription databases, which combined offer over a million items; scholarly journal articles, e-books, handbooks, dictionaries, encyclopedias, dissertations, the DSM-IV, LexisNexis, Westlaw, CALI, reviews of psychological tests and measurements, conference papers, economic forecasts, company reports, newspapers and others.

The virtual library maintains cutting edge academic research support. Research assistance is supported through database tutorials, APA Style guides, the Writing Center and support may be requested from the ALA-Accredited University Research Librarian.

Benefits of the University virtual library:

- Electronic subscription databases
- Library reference support
- Database technical support
- Interlibrary loan
- Pre-approved academic websites
- APA Style resources and guides
- Writing Center

Learners may access the CalSouthern Library by logging into the CalSouthern Learning Center and clicking on the Library Services tab.

Licensing and Credentials

Most professional organizations, societies, states and licensing jurisdictions have specific requirements for licensure, membership or certification. If licensing or credentialing is an objective, Learners are advised to first check the standards of their particular states, school districts, professional associations and agencies for specific license requirements.

Military Deployment

California Southern University understands and acts upon the needs of its military Learners. Learners need to notify California Southern University when military deployment prohibits satisfactory academic progress. With sufficient documentation of military duty that prohibits academic progress, a Learner may be placed in inactive status and be subsequently reinstated in their program of study upon returning from military duty.

Minimum Passing Grade and Repeated Courses

California Southern University considers a grade of "D" to be the minimum passing grade for undergraduate courses, a grade of 'C-' to be the minimum-passing grade for Juris Doctor and a grade of 'B-' for graduate courses. A Learner who earns a grade below the minimum passing grade must either repeat the course or enroll in an alternate course of equal credit that will meet the degree program requirements. A Learner (except JD Learners) may also repeat a course to improve a grade previously earned. Any Learner who withdraws from a course may repeat that course, or (if approved by the Academic Advisor) take an alternate course.

Whether the course is repeated or an alternate course is taken, the Learner is required to pay tuition for the course and to complete all course requirements. When a course is repeated, the previous grade earned for that course is replaced with an "R" once the repeated course is completed. Upon completion of the repeated course, The grade points earned from the subsequent grade are used in computing the cumulative grade point average (CGPA). If the repeated course is not completed, the original grade will be recorded as the final grade.

Learners using VA benefits are to contact the School Certifying Official to discuss how repeating a course affects their veterans benefits.

Notice of Learners Rights

Learners have certain rights with respect to their educational records.

They are:

1. The right to inspect and review the Learner's educational records within 45 days of the day California Southern University receives a request for access. Learners should submit a written request to the Registrar that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the Learner of the time and place where the record(s) may be inspected. In place of inspecting the record(s), the Learner may request that they be copied and mailed to the Learner. In this case, the Learner will pay a per copy fee of 20 cents per page in addition to postal costs.



2. The right to request the amendment of the Learner's education records that the Learner believes are inaccurate or misleading. Learners may ask California Southern University to amend a record that they believe is inaccurate or misleading. They should write to the Registrar, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If California Southern University decides not to amend the record as requested by the Learner, California Southern University will notify the Learner of the decision and advise the Learner of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Learner when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the Learner's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by California Southern University in an administrative, supervisory, academic or support staff position; a person or company with whom California Southern University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a Learner serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Procedure for Online Distance Learning

California Southern University's degree programs are textbook based. For each course, the Learner receives notification through California Southern University's messaging system. A syllabus that includes all assignments and a schedule for completing the course is provided. After the assignments are submitted, the Faculty Mentor, in most cases, finalizes the evaluation of the work and posts it to the *CalSouthern Learning Center* for review within seven days of its receipt.

Proctored Exams

California Southern University requires that all final exams in the program of study be proctored. *Please note for the School of Law, all JD Learners should refer to the Examinations and Proctor Designation policies in the School of Law section.

All online exams are proctored remotely utilizing Proctor U. Learners need only to make an appointment at their convenience with Proctor U to schedule to take their upcoming exam utilizing a webcam. Ideally, Learners should schedule their appointment a week in advance. There is no fee charged for this service.

Regarding all exams not administered in an online format, a proctor may be chosen by the Learner based upon the following guidelines: A proctor may include a librarian, clergy, peace officer, or other people approved by the Dean of the school that are not relatives of the Learner. The proctor must be pre-approved by the Dean.

Program Length

The associate degree, which can be completed in 5 semesters, is a 60-semester credit program of study consisting of 20 three-credit courses.

The bachelor's degree, which can be completed in 10 semesters, is a 120-semester credit program of study consisting of 40-three credit courses.

The MBA and MSL degrees, which can be completed in 6 semesters, consist of 36-semester credits beyond a bachelor's degree or its equivalent.

The MS degree, which can be completed in 6 semesters, consists of 42-semester credits beyond a bachelor's degree or its equivalent.

The MA in Psychology degree, which can be completed in 11 semesters, consists of 62-semester credits beyond a bachelor's degree or its equivalent.

The PsyD degree, which can be completed in 11 semesters consists of 66-semester credits beyond the master's degree or its equivalent. The DBA degree, which can be completed in 10 semesters consists of 60-semester credits beyond the master's degree or its equivalent. The PsyD and DBA must be completed in no less than 2 years nor more than 10 years from the start date. The Juris Doctor degree requires a minimum of 88 semester credits completed in 4 years.

Minimum enrollment requirements to be completed at California Southern University to earn a degree are as follows:

Associate	15 semester credits
Bachelor's	30 semester credits
MBA and MSL	30 semester credits
MS in Psychology	36 semester credits
MA in Psychology	50 semester credits
PsyD	51 semester credits
DBA	51 semester credits
Juris Doctor	Subject to Evaluation from CBE (No more than two years)

Refund Policy

A new Learner who cancels within 7 days after enrolling or through the first scheduled day of class will receive a refund of all money paid to the University. Thereafter, the University will retain a non-refundable application fee of \$75.00 in addition to other non-refundable fees, as applicable, and will calculate refunds as set forth below:



Course Length	Refundable Tuition		Amount Owed	
	8 weeks	During Weeks 1 and 2 (Days 1 to 14)	100%	0%
Refundable Tuition Due After		Amount Owed After		
2nd week (Days 15 to 21)		60%	40%	
3rd week (Days 22 to 28)		40%	60%	
4th week (Days 29 to 35)		20%	80%	
5th week (Days 36 and after)		0%	100%	

Course Length	Refundable Tuition		Amount Owed	
	16 weeks	During Weeks 1 and 2 (Days 1 to 14)	100%	0%
Refundable Tuition Due After		Amount Owed After		
2nd week (Days 15 to 21)		70%	30%	
3rd week (Days 22 to 28)		60%	40%	
4th week (Days 29 to 35)		50%	50%	
5th week (Days 36 to 42)		40%	60%	
6th week (Days 43 to 49)		30%	70%	
7th week (Days 50 to 56)		20%	80%	
8th week (Days 57 to 63)		10%	90%	
9th week (Days 64 and after)		0%	100%	

All refunds are based on the amount due for the current courses and previous courses attempted. There are no refunds when the Learner completes courses or the entire program within a shorter time period. There are no refunds for the application fee and other non-refundable fees.

The same tuition refund policy applies to a Learner who is dismissed or whose enrollment is otherwise terminated by the University. The date of the dismissal or termination will impact the refund policy in the same way as does the date of the cancellation and withdrawal.

Important: The Learner is responsible for notifying the University of cancellation or withdrawal in writing.

Learners who wish to withdraw from their program of study should send a written notice to:

The Registrar - California Southern University
930 Roosevelt, Irvine, CA 92620

The e-mail address is registrar@calsouthern.edu. The notice of cancellation and withdrawal is effective when sent. The university will pay any refund due under the terms of the policy within 30 days of the written cancellation and withdrawal. The Learner is responsible for paying any amount due the University as a result of an underpayment.

Eight Week Refund Examples

A Learner paid tuition of \$1500 for six credits and sent an e-mail notice of cancellation and withdrawal to the Registrar. The only variant is the timing of the Learner's notice.

Example 1: The Learner withdraws on or before the 14th day after the course start date.

Example 2: The Learner withdraws on day 18 after the course start date.

Example 3: The Learner withdraws on day 29 after the course start date.

	Example 1	Example 2	Example 3
Tuition amount paid by Learner	\$ 1,500	\$ 1,500	\$ 1,500
Tuition amount owed by Learner	\$ 0 (0%)	\$ 600 (40%)	\$ 1,200 (80%)
Total due Learner	\$ 1,500 (100%)	\$ 900 (60%)	\$ 300 (20%)

GRADUATE REFUND EXAMPLES

Eight Week Example

A Learner paid tuition of \$990 for three credits and sent an e-mail notice of cancellation and withdrawal to the Registrar. The only variant is the timing of the Learner's notice.

Example 1: The Learner withdraws on or before the 14th day after the course start date.

Example 2: The Learner withdraws on day 18 after the course start date.

Example 3: The Learner withdraws on day 29 after the course start date.

	Example 1	Example 2	Example 3
Tuition amount paid by Learner	\$ 990	\$ 990	\$ 990
Tuition amount owed by Learner	\$ 0 (0%)	\$ 396 (40%)	\$ 792 (80%)
Total due Learner	\$ 990 (100%)	\$ 594 (60%)	\$ 198 (20%)

Sixteen Week Refund Example (Excludes Juris Doctor)

A Learner paid tuition of \$1980 for six credits and sent an e-mail notice of cancellation and withdrawal to the Registrar. The only variant is the timing of the Learner's notice.

Example 1: The Learner withdraws on or before the 14th day after the course start date.

Example 2: The Learner withdraws on day 28 after the course start date.

Example 3: The Learner withdraws on day 55 after the course start date.



	Example 1	Example 2	Example 3
Tuition amount paid by Learner	\$ 1,980	\$ 1,980	\$ 1,980
Tuition amount owed by Learner	\$ 0 (0%)	\$ 792 (40%)	\$ 1,584 (80%)
Total due Learner	\$ 1,980 (100%)	\$ 1,188 (60%)	\$ 396 (20%)

Sixteen Week Example (Juris Doctor)

A Learner paid tuition of \$2,360 for eight credits and sent an e-mail notice of cancellation and withdrawal to the Registrar. The only variant is the timing of the Learner's notice.

Example 1: The Learner withdraws on or before the 14th day after the course start date.

Example 2: The Learner withdraws on day 28 after the course start date.

Example 3: The Learner withdraws on day 55 after the course start date.

	Example 1	Example 2	Example 3
Tuition amount paid by Learner	\$ 2,360	\$ 2,360	\$ 2,360
Tuition amount owed by Learner	\$ 0 (0%)	\$ 944 (40%)	\$ 1,888 (80%)
Total due Learner	\$ 2,360 (100%)	\$ 1,416 (60%)	\$ 472 (20%)

Reinstatement

A Learner who has withdrawn from California Southern University or who has been dismissed or suspended must reapply to California Southern University with a new application, pay the application fee, and go through the admissions evaluation process to enroll. The requirements for the program in effect at the time of the new enrollment will apply.

The Admissions Committee will consider past academic records, remedial work done subsequently, and other extenuating circumstances when evaluating re-admission. Any applicant who was previously academically dismissed may, at the discretion of the Admissions Committee, be conditionally re-admitted, contingent on successful completion of at least two courses selected by the Dean.

Satisfactory Academic Progress

In order to maintain satisfactory academic progress, Learners must:

1. Maintain a CGPA of 2.0 on a 4.0 scale for undergraduate and Juris Doctor work or a CGPA of 3.0 on a 4.0 scale for graduate work completed at California Southern University; and
2. Maintain continuous enrollment.

Sexual Harassment

California Southern University is committed to providing an educational environment free of sexual harassment. University policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. The University's anti-harassment policy applies to all Learners, as well as to all faculty, staff, and administrators involved in the operation of CalSouthern. It also prohibits harassment based on the perception that anyone has any of the above described characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment includes, but is not limited to, the following behavior:

- Verbal or written conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment.

Standards of Progress

The number of semester credits required for full-time and part-time / half-time status are as follows:

Undergraduate Level:

Full-time: Six semester credits per 8-week term.

Part-time / One-half time: Three credits per 8-week term

Graduate Level:

School of Behavioral Sciences and School of Business

Full-time: Three credits or one course per 8-week term

School of Law – Master of Science in Law

Full-time: Six credits per 16-week semester

Part-time / One-half time: Three credits per 16-week term

School of Law – Juris Doctor

Full-time: The number of credits for each year and 16-week semester are listed below.



	Year 1	Year 2	Year 3	Year 4
Semester 1:	Eight credits	Eight credits	Eight credits	Eight credits
Semester 2:	Nine credits	Eight credits	Eight credits	Eight credits
Semester 3:	Seven credits	Eight credits	Four credits	Four credits

Note: For Learners using VA benefits, extensions may affect Standards of Progress for Veterans Training Time and may impact VA benefit: For example, an 8-week 3 credit graduate course is equal to full-time training. The same course with one or two 30-day extensions count as 3/4 or 1/2 training time respectively.

Tax Deductions for Education Expenses

Current United States Treasury Regulations may permit an income tax deduction for educational expenses (application fees, tuition, books and material, postage, phone, etc.) undertaken to:

1. Maintain or improve skills required in one's employment or other trade or business; or
2. Meet specific requirements of an employer or a law imposed as a condition to retention of employment, job status or rate of compensation.

Learners are advised to consult with a qualified tax specialist concerning their deductions and the application of tax laws to their situation.

Textbooks and Instructional Material

Appropriate textbooks and course syllabi are used for each course. Textbooks are purchased separately, and the cost of textbooks is not included in the cost of tuition. Required texts as well as recommended texts are indicated in the course syllabus by title, author, and publisher. Learners can obtain textbooks from any source of their choice; however, California Southern University has an agreement with an online book supplier to assist Learners in acquiring text material in a timely manner. The average cost of textbooks for the Juris Doctor program is approximately \$900 to \$1,200 per year. For other programs, the average textbook cost per course is \$100, and the average cost of textbooks per course is \$145 based on a price survey of textbooks purchased through the University's book supplier. Consult the California Southern University website for information on obtaining textbooks.

Transcripts

A complete set of the Learner's records, including a transcript of grades, is kept in a permanent file. One copy of the transcript is provided free of charge upon graduation. Additional copies of a transcript may be ordered from the Registrar at a cost of \$10 each. California Southern University will not honor requests for transcripts unless requested in writing by the Learner who has fulfilled their required financial obligations to California Southern University. Learners in the School of Law who are preparing to take the California Bar Examination are required to have California Southern University submit a transcript when applying to take the baby bar and again for the general bar examination.

Transferability of Credits and Degrees Earned

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at California Southern University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of credits, degree or certificate you earn at California Southern University is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Southern University to determine if your credits or degree will transfer.

Tuition, Fees and Payment Options

Tuition and Fees

This schedule reflects the tuition and fees in effect at the time of publication of this Catalog. The University reserves the right to change tuition and fees as it deems necessary; however, the Learner who has enrolled in a program of study, signed an Enrollment Agreement and commenced courses, will not be subject to a tuition increase during the duration of the enrollment provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Subsequent Enrollment Agreements will reflect the tuition in effect when the agreement is signed. The University does not participate in federal and state financial aid programs. The University does accept GI Bill and Tuition Assistance.

Application Fee	\$ 75
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Tuition (See refund policy)

Tuition per Semester Credit – Undergraduate Courses	\$ 250
Tuition per Semester Credit - JD Program	\$ 295
Tuition per Semester Credit - Graduate Courses	\$ 330

Miscellaneous Fees (Non-refundable)

1L Capstone Seminar Fee (Optional for JD only)	\$ 450
Course Extension Fee	\$ 150
Certificate Fee	\$ 50
Diploma Replacement Fee	\$ 50
Doctoral Project Fee Due in three installments of \$500 each prior to enrolling in Doctoral Project I, II and III.	\$ 1,500
FYLSX Processing Fee (JD only)	\$ 75
Graduation Audit Fee	\$ 100
Internship Fee	\$ 1,500
Late Payment Fee (Per payment)	\$ 25



Replacement Learner Identification Card	\$ 20
Return Check/Declined Charge Fee (Per item)	\$ 25
Thesis Fee (Due prior to enrolling in the Thesis)	\$ 500
Transcript Fee (Each official or unofficial)	\$ 10

Additional Fees May Apply

Psychological Assessment Fee

Optional - A loaner fee is assessed for psychological tests borrowed from the University for Psychological Assessment courses. The fee varies according to the test borrowed.

Graduation Attendance Fee

Attendance at graduation is voluntary. A separate fee may be charged for those who attend.

Shipping Fees - Domestic and International

Mailing through the United States Postal Service (first class or priority mail) is at no cost to the Learner. The cost for domestic and international expedited and other shipping means varies according to weight, method of shipping and location of the shipping address. The Learner is responsible for paying this cost plus a maximum of \$5 handling charge. For detailed information regarding actual shipping costs, contact California Southern University.

State of California Student Tuition Recovery Fund

IMPORTANT NOTE: California Southern University will pay the state assessment amount to STRF for eligible Learners. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered Learners who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you

have no separate agreement to repay the third party.

It is important that Learners keep a copy of any enrollment agreement, contract or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records which will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF, which to be considered, must be filed within 60 days following school closure. This fund is for California residents who are not the recipients of third party payer tuition and course costs. For further information or instructions, contact:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Mailing Address: P.O. Box 980818
West Sacramento, CA 95798-0818

Telephone: 916-431-6959 / Toll Free: 888-370-7589

Fax Number: 916-263-1897

Website Address: www.bppe.ca.gov

Payment Options

Tuition payment options are available. Learners must choose a tuition payment plan when enrolling with California Southern University. Payment options are specified on the Enrollment Agreement and are described as follows:

For Undergraduate Learners (Includes Degree and Certificate Programs)

- **Option 1: Payment in Full for Program**
Payment of full program tuition is made in advance for all courses to be taken for the program. Tuition will not be increased during the program provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Repeated courses and courses taken beyond those required on the degree plan require additional tuition.
- **Option 2: Semester-at-a-Time Payment Plan**
Payment of full term or semester tuition is made before beginning the term or semester. Tuition will not be increased during the program provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Repeated courses and courses taken beyond those required on the degree plan require additional tuition.
- **Option 3: Monthly Payment Plan**
The first month's payment of \$225 is made at the time of enrollment. Regular monthly payments of \$225 begin on the first of the month following the start date of the Learner's first course. Payments are due monthly until the total charges for the entire program are paid in full. Tuition will not be increased during the program provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Repeated courses and courses taken beyond those required on the degree plan require additional tuition.



- **Option 4: 3rd Party Payer**
 - Military Tuition Assistance Voucher
 - MyCAA Financial Assistance Voucher
 - VA Chapter 33
 - Military Chapter 31
 - Employer Voucher
 - Vocational Rehab

Payment of term or semester tuition is made by a 3rd Party. The Learner is responsible for amounts not paid by the 3rd Party. Tuition will not be increased during the program provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Repeated courses and courses taken beyond those required on the degree plan require additional tuition.

For Graduate Learners (Includes Degree and Certificate Programs and Excludes Juris Doctor)

- **Option 1: Payment in Full for Program**
Payment of full program tuition is made in advance for all courses to be taken for the program. Tuition will not be increased during the program provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Repeated courses and courses taken beyond those required on the degree plan require additional tuition.
- **Option 2: Semester-at-a-Time Payment Plan**
Payment of full term or semester tuition is made before beginning the term or semester. Tuition will not be increased during the program provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Repeated courses and courses taken beyond those required on the degree plan require additional tuition.
- **Option 3: Monthly Payment Plan - Graduate**

The first month's payment of \$325 is made at the time of enrollment. Regular monthly payments of \$325 begin on the first of the month following the start date of the Learner's first course. Payments are due monthly until the total charges for the entire program are paid in full. Tuition will not be increased during the program provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Repeated courses and courses taken beyond those required on the degree plan require additional tuition.

- **Option 4: 3rd Party Payer**
 - Military Tuition Assistance Voucher
 - MyCAA Financial Assistance Voucher
 - VA Chapter 33
 - Military Chapter 31
 - Employer Voucher
 - Vocational Rehab

Payment of term or semester tuition is made by a 3rd Party. The Learner is responsible for amounts not paid by the 3rd Party. Tuition will not be increased during the program provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Repeated courses and courses taken beyond those required on the degree plan require additional tuition.

For Juris Doctor Learners

- **Option 1: Payment in Full for Programs**
Payment of full program tuition is made in advance for all courses to be taken for the program. Tuition will not be increased during the program provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Repeated courses and courses taken beyond those required on the degree plan require additional tuition.
- **Option 2: Semester-at-a-Time Payment Plan**
Payment of full semester tuition is made before beginning the semester. Tuition will not be increased during the program provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Repeated courses and courses taken beyond those required on the degree plan require additional tuition.
- **Option 3: Monthly Payment Plan**
Payment of 25% of the semester's tuition is made before beginning the semester plus three payments of 25% each paid the first of the month after the course is started and the first of each subsequent month until the term or semester is paid in full. Tuition will not be increased during the program provided the Learner makes satisfactory academic progress and maintains continuous enrollment. Repeated courses and courses taken beyond those required on the degree plan require additional tuition.

For Non-Degree Learners

- **Option 1: Payment in Full for Semester Credits**
Payment of full tuition is made in advance for the total semester credits stated in this Enrollment Agreement. Tuition will not be increased for the total semester credits stated in this Enrollment Agreement provided the Learner makes satisfactory academic progress. Repeated courses require additional tuition.
- **Option 2: Semester-at-a-Time Payment Plan**
Payment of full semester tuition is made before beginning the semester. Tuition will not be increased for the total semester credits stated in this Enrollment Agreement provided the Learner makes satisfactory academic progress. Repeated courses require additional tuition.
- **Option 3: Monthly Payment Plan**
Payment of 50% of the semester's tuition is made before beginning the semester plus a payment of 50% paid the first of the month after the course is started. Tuition will not be increased for the total semester credits stated in this Enrollment Agreement provided the Learner makes satisfactory academic progress. Repeated courses require additional tuition.



Schedule of Total Charges for the Program

The Estimated Schedule of Total Charges for the Entire Educational Program does not include optional miscellaneous fees listed on page 102 of the catalog.

Undergraduate Degrees											
Program of Study	Degree	Program Length	Tuition Per Credit	Tuition Per Semester	Schedule of Total Charges for Period of Attendance	Maximum Applicable Transfer Credits	Program Tuition with Maximum Transfer Credits	Application Fee	Graduation Audit Fee	Estimated Schedule of Total Charges for the Entire Program (With maximum transfer credits)	Estimated Schedule of Total Charges for the Entire Program (With no transfer credits)
Associate of Arts in Liberal Studies	AA	60	\$250	\$3,000	\$1,500	45	\$3,750	\$75	\$100	\$3,925	\$15,175
Bachelor of Arts in Liberal Studies	BA	120	\$250	\$3,000	\$1,500	90	\$7,500	\$75	\$100	\$7,675	\$30,175
Bachelor of Business Administration	BBA	120	\$250	\$3,000	\$1,500	90	\$7,500	\$75	\$100	\$7,675	\$30,175
Bachelor of Science in Criminal Justice	BSCJ	120	\$250	\$3,000	\$1,500	90	\$7,500	\$75	\$100	\$7,675	\$30,175
Bachelor of Science in Applied Technology	BSAT	120	\$250	\$3,000	\$1,500	90	\$7,500	\$75	\$100	\$7,675	\$30,175

Undergraduate tuition is calculated at 12 credits per semester. The *Schedule of Total Charges for Period of Attendance* is based on 6 credits for the first term. Actual tuition may vary depending on number of credits.

Master's Degrees												
Program of Study	Degree	Program Length	Tuition Per Credit	Tuition Per Semester	Schedule of Total Charges for Period of Attendance	Maximum Applicable Transfer Credits	Program Tuition with Maximum Transfer Credits	Application Fee	Graduation Audit Fee	Thesis Fee	Estimated Schedule of Total Charges for the Entire Program (With maximum transfer credits)	Estimated Schedule of Total Charges for the Entire Program (With no transfer credits)
Master of Business Administration	MBA	36	\$330	\$1,980	\$990	6	\$9,900	\$75	\$100		\$10,075	\$12,055
Master of Arts in Psychology	MA	62	\$330	\$1,980	\$990	12	\$16,500	\$75	\$100		\$16,675	\$20,635
Master of Science in Psychology	MSL	42	\$330	\$1,980	\$990	6	\$11,880	\$75	\$100	\$500	\$12,555	\$14,535
Master of Science in Law	MSL	36	\$330	\$1,980	\$1,980	6	\$9,900	\$75	\$100		\$10,075	\$12,055

Doctoral Degrees												
Program of Study	Degree	Program Length	Tuition Per Credit	Tuition Per Semester	Schedule of Total Charges for Period of Attendance	Maximum Applicable Transfer Credits	Program Tuition with Maximum Transfer Credits	Application Fee	Graduation Audit Fee	Internship Fee	Estimated Schedule of Total Charges for the Entire Program (With maximum transfer credits)	Estimated Schedule of Total Charges for the Entire Program (With no transfer credits)
Doctor of Psychology	PsyD	60	\$330	\$1,980	\$990	9	\$16,830	\$75	\$100	\$1,500	\$20,005	\$22,975
Doctor of Business Administration	DBA	60	\$330	\$1,980	\$990	9	\$16,830	\$75	\$100		\$18,505	\$21,475

Graduate tuition is based on 6 credits per semester. The *Schedule of Total Charges for Period of Attendance* is based on 3 credits for the first term except for the Master of Science in Law which is based on 6 credits for the semester. Actual tuition may vary depending on the number of credits.

Juris Doctor Degree												
Program of Study	Degree	Program Length	Tuition Per Credit	Tuition Per Semester	Schedule of Total Charges for Period of Attendance	Maximum Applicable Transfer Credits	Program Tuition with Maximum Transfer Credits	Application Fee	Graduation Audit Fee	FYLSX Fee	Estimated Schedule of Total Charges for the Entire Program (With maximum transfer credits)	Estimated Schedule of Total Charges for the Entire Program (With no transfer credits)
Juris Doctor	JD	88	\$295	\$2,360	\$2,360	Two Years	varies	\$75	\$100	\$75	Varies	\$26,210

Juris Doctor tuition is based on 8 credits per semester. The *Schedule of Total Charges for the Period of Attendance* is based on 8 credits for the first semester. Actual tuition may vary depending on the number of credits.



Post-Baccalaureate Certificate Programs							
Program of Study	Certificate	Program Length	Tuition Per Credit	Tuition Per Semester	Schedule of Total Charges for Period of Attendance	Application Fee	Estimated Schedule of Total Charges for the Entire Program
Certificate in Management	CBM	18	\$330	\$1,980	\$990	\$75	\$3,925
Certificate in Financial Management	CBFM						
Certificate in Human Resource Management	CBHRM						
Certificate in International Business	CBIB						
Certificate in Project Management	CBPM						
Certificate in Pastoral Counseling	CPPC						
Certificate in Alcoholism and Chemical Dependency	CPACD						
Certificate in Industrial and Organizational Psychology	CPIOP						
Certificate in Sports Psychology	CPSP						

Graduate tuition is based on 6 credits per semester. The *Schedule of Total Charges for Period of Attendance* is based on 3 credits for the first term.

Additional Disclosures

California Southern University does not participate in federal or state financial aid programs. Nonetheless, for consumer protection, the University is required to include the following statements. If the Learner obtains a loan to pay for an educational program, the Learner will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and, if the Learner has received federal student financial aid funds, the Learner is entitled to a refund of the moneys not paid from federal student financial aid program funds.

The University has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

8. ADMINISTRATION AND THE FACULTY

BOARD OF TRUSTEES	108
UNIVERSITY ADMINISTRATION	108
THE FACULTY	108





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To learn more about the Faculty, please visit the California Southern University Academics page at www.CalSouthern.edu.



Facilities

California Southern University's main administrative and academic offices are located in beautiful Orange County, in the city of Irvine, California.

Conveniently located along the 5 freeway at Jeffrey road in the center of the Jeffrey Office Campus, California Southern University is within minutes of downtown Irvine and Newport Beach. The local domestic airport is John Wayne (SNA) Airport, which sits on the border of Newport and Santa Ana and is a short 10 minute drive from our office and graduation hall. For international Learners and graduates, Los Angeles International (LAX) Airport is 45 minutes away.

If you are in Southern California and would like to stop by, or if you are in the area on holiday or to attend the annual graduation, you are welcome to visit the facilities to meet with the on-site staff during normal business hours. Please call in advance of your visit to set up an appointment. We look forward to meeting you!

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University Holidays

New Year's Holiday
Martin Luther King, Jr. Day
President's Day
Spring Holiday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving
Winter Holiday

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