

Adult Studies

Special Programs

Union University provides non-traditional programs and services aimed toward the adult student. Appropriate contact personnel are noted below as each program and its requirements are detailed. Each program office provides service for admissions, registration, academic counseling and a variety of other services which are located in a number of different offices for the traditional undergraduate student. By concentrating these services in one office, Union University hopes to provide better and simpler service to the adult learner.

The McAfee School of Business Administration offers a program of study which leads to the Bachelor of Science in Business Administration majoring in Professional Public Accounting. The McAfee School of Business Administration offers a degree completion program in management, the *LAUNCH* Program, leading to the Bachelor of Science in Organizational Leadership degree. The School of Nursing offers a program for Registered Nurses to complete the Bachelor of Science in Nursing degree. The School of Nursing offers this same program for Registered Nurses on the Germantown Campus. The R.G. Lee Center for Christian Ministry offers two programs in church ministry leading to the Diploma in Christian Ministry and the Associate of Divinity degree.

Admissions Policies

Adult students will normally apply as transfer students from another college or university or as readmitted Union students. Adults who have already taken college courses will apply to Union as transfer students if they have completed more than 12 semester hours of transferable credit at an accredited college. Otherwise, the applicant must meet freshman admission requirements found elsewhere in the *Catalogue*. Degree programs may have additional requirements for entry into the program.

Transfer Students

The academic status of a transfer student will be based on his/her cumulative GPA of all accredited post-secondary work attempted. The admission file of a student having less than a 2.0 cumulative GPA will be presented to the Undergraduate Admissions/Readmissions Committee. The student may be denied admission, admitted on probationary status (as stated in Academic *Catalogue*), or admitted in good standing. The determination of the above decision shall be the full academic record, recommendations, and the explanation of any extenuating circumstances.

- A. BEFORE ADMISSION INTO UNION UNIVERSITY MAY BE GRANTED, an adult transfer student must file the following information with the appropriate program director/coordinator:
1. A completed admissions application.
 2. Application fee (non-refundable), \$25.
 3. A completed official transcript from all institutions of higher learning attended.
- B. BEFORE REGISTRATION FOR COURSES, a student must be admitted to the University or be granted status as a "provisional student" (as stated below).

Readmitted Students

Any student once having been admitted to Union University and then missing one or more semesters (fall or spring) must be readmitted by the following process:

1. Complete a new application (fee is not required).
2. Clear all previous academic, social, and financial obligations.
3. Submit official transcripts from any undergraduate institutions attended since leaving Union.

Provisional Students

Students may be admitted on a provisional basis to allow those with acceptable credentials but without immediate access to official documents to register for classes. A student may be admitted to any course(s) for which he/she is qualified to enter but not admitted to a formal degree program and not eligible to graduate in this status. Any credit taken while in this status will not be transferred as regular matriculated credit until the status has officially been changed; credit will be marked "non-matriculated, non-transferable."

The provisionally admitted student will be bound by all general academic requirements imposed upon regular matriculated students so far as prerequisites, amount or work and quality of work are concerned. All work completed or attempted will be fully documented in the Academic Center.

The student will sign a contract at the time of admission accepting the limitation of that status. The student must also sign a waiver allowing Union University to request those documents needed to complete the admission file. By federal guidelines, the university is not allowed to file financial aid and Veterans benefits enrollment forms on provisionally admitted students.

A student may remain on provisional status for only one semester and the subsequent short term unless special circumstances exist and permission for an extension is given in writing by the Admissions Committee. Admission to a provisional status does not guarantee admission later as matriculated. A personal conference with the Director of Admissions or Program Director is required before the student is accepted for admission on a provisional basis.

Students Not Seeking A Degree

Adults desiring to take courses for personal enrichment, special interest or to enhance employment opportunities without formally pursuing a college degree may apply to do so as non-degree seeking students. A special application form and streamlined Admissions process have been created for this purpose.

Students may have non-degree status for a maximum of 12 hours at Union after which a degree must be declared. Classes may be taken for credit or audit; however, courses are offered for audit on a space-available basis to attempt to ensure that students seeking credit are served. For certain programs, audit will not be permitted.

Non-degree students may change to degree-seeking status by meeting all requirements for admission. A personal conference with the Coordinator of Adult Studies is required before the student may be accepted for admission to courses offered in Jackson as a non-degree student. R.G. Lee Center non-degree students are referred to the Program Director; students wishing to take courses as a non-degree in Germantown, should contact the Germantown, Coordinator of Programs.

Non-degree students will be charged \$250 per semester hour for evening only courses and \$365 per semester hour for day courses in addition to any applicable course fees.

Academic Forgiveness Program

Union's Academic Forgiveness Program is designed for students who, at an earlier period in their life earned a poor college academic record. The second chance is available to students who can demonstrate they are now prepared to be academically successful. Information is available through the student's program director/coordinator.

Special Advanced Placement Policies

Nationally recognized programs will grant credit at Union University upon successful completion. A maximum of 32 semester hours toward graduation will be accepted from the Advanced Placement Program of the College Entrance Examination Board (CEEB), the College Level Examination Program (CLEP), DANTES SST and Correspon-

dence. Credit will be awarded to veterans for training received in the military service in accordance with recommendations of the American Council on Education (ACE). Specific policies for each program may be found in the Admissions section of this *Catalogue*.

Financial Policies

Tuition and payment plans are program-specific. For additional information, see the program director/coordinator of your program. Union University reserves the right to change the tuition and fees without notice. Student Service fees for students in non-traditional programs are \$20 per semester (Fall, Spring) and \$10 per term (January, June, July). Certain courses in special programs will carry an additional fee. For a listing of fees for materials, laboratory, nursing clinicals, music and private lessons, and testing, see the Financial Information section of this *Catalogue*. Evening courses taken through cross registration at another college will be billed at the rate appropriate for day or evening. Audited courses are billed at a rate of \$110 per semester hour plus any course-specific fees.

University refund policies are printed in the Financial Information section of the *Catalogue*. Questions regarding program specific financial policies should be directed to the program director/coordinator.

Financial Aid

Students enrolled in non-traditional programs may apply for financial assistance to attend Union University. Acceptance to the program is required. The student must file an institutional application for financial assistance and the Free Application for Federal Student Aid (FAFSA). Undergraduate students will be awarded Pell Grant based upon eligibility and may apply for Stafford Loans. Check with your program director/coordinator for forms and details.

Employee Reimbursement

Union University offers financial arrangements for students employed by companies which have tuition reimbursement programs. Forms and instructions on taking advantage of these arrangements are available through your program director/coordinator. Forms must be submitted each semester or term to qualify for the arrangement.

Academic Policies

Academic policies of the university are considered in force throughout the Adult Studies programs unless specifically noted otherwise within the program description. Program-specific policies and evaluations of course credit toward graduation are not automatically transferrable between programs; reevaluation is required with a change of program.

General Core Curriculum requirements for Non-Traditional Programs follow the pattern outlined below unless courses are specified differently by the program and noted accordingly in program requirements:

- A. Composition/Speech, 9 hours:
 - ENG 111 & 112 (Composition I & II) 6 hours
 - COM 112 or 235 (previously earned credits in Oral Communication, Speech or Business Communication will apply) 3 hours
- B. Humanities, 9 hours:
 - ENG 201 or 202 (previously earned credits in literature will apply) 3 hours
 - Humanities Electives (previously earned credits in Literature, English, Ethics, Humanities, Philosophy, Foreign Language, Music, Art, Theatre, Fine Arts, Christian Studies, Communication Arts, Aesthetics will apply) 6 hours
- C. BIO 100 & PHY 111 (previously earned credits in Biology, Chemistry,

- Physics, Physical Science, Earth Science, Astronomy, Botany,
Anatomy, Environmental Science, Zoology, Geology will apply) 8 hours
- D. Social Science, 9 hours:
 - HIS 101 or 102 (previously earned credits in History will apply) 3 hours
 - Social Science (previously earned credits in History, Economics,
Political Science, Sociology, Psychology, Geography,
Anthropology will apply) 6 hours
- E. CHR 111 & 112 (previously earned credits in Bible, Religion
will apply) 6 hours
- F. Mathematics (MAT, college-level mathematics) 3 hours
- G. Computer Science (CSC, Programming, Data Processing,
Microcomputing, Computer Applications will apply) 2 hours

To graduate with a bachelors degree, students must demonstrate proficiency in the use of the English language. Before earning 45 semester hours, all students take an English Proficiency Examination administered by the Director of Testing. Students transferring 45 or more hours must take the examination during their first semester. Check with your program director/coordinator or the Director of Testing for additional information.

Course descriptions of core curriculum and prerequisites courses are found in their respective academic departments of the *Catalogue*. The following General Core Curriculum classes will be taught as part of the Adult Studies Program on the Jackson Campus. This rotation provides nontraditional students the opportunity to complete General Core Requirements prior to or parallel with their major requirements.

Course descriptions of core curriculum and prerequisite courses are found in their respective academic departments of this *Catalogue*. A two year rotation for the General Core Curriculum will be offered in the following formats: 16 week sessions in fall and spring semesters, two 8 week sessions in each semester [Fall-August (Au) & October (Oc); Spring-February (Fe) & April (Ap)] and one 4 week session in each term [Winter, (W), June, (Jn), and July, (Jl)]. 8 Week Accelerated sessions meet four hours one day a week for 8 weeks. 4 Week sessions meet four hours twice a week for 4 weeks. Core courses will be taught in the following sequence:

Fall Semester, Even Years

- 16 Weeks ENG 111
- August CHR 111 and HIS 101
- October CHR 112

Winter Term, Odd Years

- ART 210

Spring Semester, Odd Years

- 16 Weeks ENG 112
- February HIS 102 and CSC 105
- April PHY 111

Fall Semester, Odd Years

- August MAT 111 and CHR 111
- October MAT 114, ENG 201 and CHR 112

Spring Semester, Even Years

- 16 Weeks BIO 100
- February COM 325 or COM 112
- April ENG 202

Summer Terms, Even Years

- June PSY 213 or SOC 211

Second Bachelors Degree

Students who have earned a bachelors degree through a regionally accredited college or university may complete a second bachelors degree by completing a new major and its prerequisites. The new hours presented for the second degree must total no less than 30 hours and include 15 upper level hours earned in the major in residence at Union University.

Post-Baccalaureate Teacher Licensure

The Post-Baccalaureate Teacher Licensure Program is designed to provide initial teacher licensure or additional endorsements to teach in Tennessee for students with a bachelors degree from an accredited college or university. Candidates for admission should contact the Director of Teacher Education.

Adult Studies Program

Bachelor of Science in Business Administration with Major in Accounting, Professional Public Accounting Track

Jackson Office: Adult Studies
Contact: Sam Myatt, Coordinator of Adult Studies
and Professor of Business Administration
Phone: 731-661-5370
EMail: smyatt@uu.edu
FAX: 731-661-5101

Germantown Office: UU/Germantown Campus
Contact: Scott Lawyer, Assistant Professor of Management
Phone: 901-759-0029
EMail: slawyer@uu.edu
FAX: 901-759-1197

The McAfee School of Business offers its Accounting Major with an emphasis in Professional Public Accounting leading to the Bachelor of Science in Business Administration degree through the Office of Adult Studies. The educational requirements for a CPA certificate include a baccalaureate degree with a minimum of 150 hours earned with specifics in general business and accounting. The B.S.B.A. in Accounting as offered here satisfies the specific requirements in general business and accounting; its 130 hours apply toward the 150 minimum hours.

- I. Program Specific Policies: Minimum Age 24 years.
- II. Program Admission Requirements: none except as shown in IV., BSBA Specific Core.
- III. General Core Curriculum Requirements and Transfer.
Guidelines modifications: none except as shown in IV.
- IV. B.S.B.A. Specific Core Curriculum requirements, each upper level course must be earned with a grade of C or higher:
 - A. ACC 211, 212; ECF 211, 212
 - B. MAT 111, or higher, & MAT 114
 - C. MGT 250, 318, 321, 435, 445; MKT 328
 - D. CSC 105, or substitute with proficiency: MATH, Computer or Physical Education.
- V. Accounting Major Requirements, Professional Public Accounting Track—48 hours
 - A. ECF 323, 415; MGT 324
 - B. ACC 311, 312, 313, 314, 315, 319, 350, 413, 414, 450, 460, 470
 - C. Upper level ACC or Business Elective—3 hours
- VI. Minor requirements: none
- VII. Assessment of Majors

- A. Proficiency in accounting, economics, finance, management, marketing, quantitative concepts, and the integration thereof will be assessed through the administration of the ETS business major field test. Each student pursuing a BSBA degree will be required to take this test while enrolled in MGT 445.
 - B. Demonstrated ability to assess and analyze relevant data and other pertinent information in order to identify and resolve managerial problems will be evaluated based on students' successful completion of the BSBA capstone course, MGT 445.
 - C. Students will be able to communicate effectively, both orally and in writing as demonstrated through successful completion of the English Proficiency Exam and MGT 250.
- VIII. Tennessee CPA minimum qualifications to sit for the exam—see *Catalogue* section, “McAfee School of Business Administration” for current requirements
- IX. Student Organizations and Student Awards, see the “McAfee School of Business Administration” section of the *Catalogue* for details.
- X. Financial Information: \$250 per semester hour for all accounting and non-accounting courses in addition to any applicable course fees.

BSBA Specific Core Curriculum Courses:

ACC 211. Principles of Accounting I (3) F—Even, A1

An introductory course including study of professional accounting, sole proprietorship and partnerships.

ACC 212. Principles of Accounting II (3) F—Even, A2

Prerequisite: ACC 211.

A continuation of ACC 211 with an emphasis on corporations and the use of accounting in managerial decision making.

CSC 105. Survey of Microcomputing Applications (3) W—Odd Years

An introduction to computers and their applications for non-computer science majors/minors. A study of types of hardware associated with computer systems and how computers function with an emphasis on the use of applications programs for microcomputers. Software packages will include a word processing package, an electronic spreadsheet package and a database management system.

ECF 211. Principles of Macroeconomics (3) F—Even, A1

A survey of economic theory dealing with GNP, depression, unemployment, inflation, fiscal policy, and monetary policy.

ECF 212. Principles of Microeconomics (3) F—Even, A2

A survey of economic theory dealing with prices, market, production, distribution of goods, and allocation of resources.

MAT 114. Introduction to Statistics and Probability (3) June—Odd Years

Prerequisite: MAT 100 or equivalent.

Descriptive statistics with introduction to inferential statistics. Topics include organization of data into frequency distribution tables and histograms, measure of central tendency, measure of dispersion (standard deviation), basic mathematical probability, continuous distributions through the normal distribution, introduction to sampling theory and hypothesis testing.

MGT 250. Managerial Communication (3) June—Odd Years

The preparation and presentation of reports for management decision making with emphasis on collecting/analyzing pertinent business information and appropriate presentations of both written and oral business reports. Computer technology is utilized for graphics and final presentations of reports.

MGT 318. Principles of Management (3) July—Odd Years

An introduction to the management process through the functions of planning, organizing, leading and controlling for industrial and other organizations.

MGT 321. The Legal Environment of Business (3) S—Odd Years, A2

An introduction to the legal, practical and ethical environments in which business and managers operate. Topics include select areas of common law affecting business, constitutional law, administrative agencies and a survey of the law of employment, consumer protection, securities, antitrust, and labor.

MGT 435. Business Ethics and Social Responsibility (3) F—Even, A1

Prerequisite: Senior standing.

Development of ethical paradigms which underlie contemporary value systems. Extensive use of cases highlighting value choices and resulting consequences.

MGT 445. Business Policy (3) F—Even, A2

Prerequisite: ACC 212; ECF 211, 212; MGT 318, MKT 328 and senior standing.

Capstone course which introduces the concepts of strategic management. Extensive use of case analysis.

MKT 328. Principles of Marketing (3) S—Odd, A1

Prerequisite: ECF 212.

Exploration of the role of marketing in a free enterprise system through the development, implementation, control and evaluation of marketing strategies. Emphasis is placed upon marketing models and concepts utilized in management decision making.

Courses in the Accounting Major:**ACC 311. Cost Accounting (3) S—Odd Years, A1**

Prerequisite: ACC 212.

A study of methods of accounting for materials, labor and factory overhead in job order and process cost systems.

ACC 312. Managerial Accounting (3) S—Odd Years, A2

Prerequisite: ACC 212.

Uses of accounting information in management decision making. Topics include budgeting, standard costing and analyses of costs and profits.

ACC 313. Intermediate Accounting I (3) S—Odd Years, A1

Prerequisite: ACC 212.

Intensive review of the accounting process and financial statements with emphasis on the asset section of the balance sheet.

ACC 314. Intermediate Accounting II (3) S—Odd Years, A2

Prerequisite: ACC 313.

Corporation formation and changes in the equity structure after formation. Topics include long-term investments, bonds, earnings per share, and income recognition.

ACC 315. Federal Income Tax Accounting I (3) F—Odd Years, A1

Prerequisite: ACC 212.

A study of the Internal Revenue Code as it affects individual income tax returns.

ACC 319. Federal Income Tax Accounting II (3) F—Odd Years, A2

Prerequisite: ACC 315.

A study of the Internal Revenue Code as it affects partnerships, corporations and fiduciaries.

ACC 350. Accounting Information Systems (3) S—Even Years, A1

Prerequisite: ACC 212.

Principles and problems of accounting system design and implementation. Organization for accounting control, internal control procedures, and internal reports. Attention given to computerized accounting systems and to traditional information flows.

ACC 413. Auditing I (3) F—Even Years, A1

Prerequisites: ACC 313, and 314 or 460.

An examination of ethics in accounting practice, internal control auditing standards and procedures and audit programs for various accounts.

ACC 414. Auditing II (3) F—Even Years, A2

Prerequisite: ACC 413.

An advanced course in auditing, applying concepts and techniques mastered in ACC 413. Special attention is given to variations of the audit report, statistical sampling and current topics in the profession.

ACC 450. Governmental and Not-for-Profit Accounting (3) W—Even Years

Prerequisite: ACC 313.

Operation of the accounting structure and financial reporting for governmental and not-for-profit entities to include colleges and universities, medical care facilities and social service agencies.

ACC 460. Intermediate Accounting III (3) S—Even Years, A2

Prerequisite: ACC 313.

A study of the Financial Accounting Standards Board pronouncements for general accounting use. Emphasis given to the interpretation of pronouncements and applications in problem solving.

ACC 470. Advanced Accounting (3) June—Even Years

Prerequisite: ACC 313.

A comprehensive study of partnerships and consolidated entities.

ECF 415. Personal Financial Management (3) F—Odd Years, A2

An introduction to personal finance from a Christian perspective. Principle topics include taxes, investing, insurance, buying your first home, vehicles, credit and debt, and budgeting.

MGT 324. Commercial Law (3) F—Odd Years, A1

A survey of the basic principles of law important for an understanding of business transactions and business entity creation and operation. Topics include an in-depth review of contract laws and selected uniform commercial code provisions, business associations, and bankruptcy.

Adult Studies Program

Bachelor of Science in Nursing with Major in Nursing, RN to BSN Track

Jackson Office: School of Nursing, Jackson Campus
Phone: 731-661-5200
FAX: 731-661-5504
EMail: jdulberg@uu.edu
Contact: Judy Dulberg, Administrative Assistant

Germantown Office: UU/Germantown Campus
Contact: Lindy Hannah, Coordinator of Nursing Programs
and Assistant Registrar
Phone: 901-759-0029
EMail: lhannah@uu.edu
FAX: 901-759-1197

The Union University School of Nursing offers its program leading to the Bachelor of Science in Nursing (Basic BSN track and RN to BSN track). The RN to BSN track for Registered Nurses is offered on both the Jackson and Germantown Campuses. The program is approved by the Tennessee Board of Nursing and accredited by the National League for Nursing Accrediting Commission. NLNAC may be contacted at 350 Hudson Street, New York, NY 10014, or 212-989-9393.

The School is also seeking accreditation for the baccalaureate and masters programs from the Commission on Collegiate Nursing Education. CCNE may be contacted at One Dupont Circle, NW Suite 530, Washington, DC 20036-1120 or 202-887-6791.

The School of Nursing encourages the educational mobility of registered nurses holding the associate degree or diploma in nursing. All registered nurse students take NUR 333 upon entering the B.S.N. program. Upon successful completion of NUR 333, the student is awarded 37 hours of Nursing credit.

The University shares articulation agreements with area colleges (Jackson State Community College, Dyersburg State Community College, Northeast Mississippi Community College, Northwest Mississippi Community College, Shelby State Community College, University of Memphis) for the purpose of accommodating the learning needs of students while minimizing the repetition of non-nursing learning experiences.

RN to BSN students are strongly encouraged to hold membership in the Tennessee Nurses Association (TNA).

- I. Program Specific Policies: current RN licensure
- II. Program Admission, in addition to University admission requirements
 - A. Make special application to the RN-BSN Program, form supplied in the School of Nursing Office
 - B. Provide evidence of graduation from a state-approved school of nursing
 - C. Verify licensure or eligibility to apply for licensure as a Registered Nurse in Tennessee
 - D. Demonstrate professional liability insurance coverage. Students may elect to purchase malpractice insurance through the school.
 - E. Maintain current CPR for Health Care Provider certification throughout the nursing program of study.
 - F. Fully complete a University Health History Form and a Physical Examination Form signed by a practitioner qualifying the applicant for nursing education. Provide documentation of current immunizations, including tetanus

booster within the past 10 years, an acceptable Hepatitis B titer and Rubella immunization. Documentation of a negative screen for tuberculosis (skin test or chest x-ray) within the past 12 months is required. This data should be submitted on the form supplied by School of Nursing.

- III. General Core Curriculum modifications
 - A. Composition/Speech
 - 1. ENG 111 and 112—6 hours
 - 2. Speech: met through clinical's oral communication components
 - B. MAT 114 is specified as the Math requirement
 - C. Upper level (300/400 level) Electives—6 hours
 - D. Science
 - 1. Natural Science—8 hours (A&P, Microbiology, Chemistry, etc.)
 - 2. BIO 300—3 hours
- IV. Prerequisite Course Requirements: incorporated into General Core
- V. Major Requirements, 30 hours plus 37 basic nursing education hours
 - A. Basic Nursing Education—37 hours held in escrow until successful completion of NUR 333
 - B. NUR 310, 320, 330, 333, 410, 420, 430, 440—23 hours
 - C. NUR Upper Level Electives—6 hours
- VI. Renewal of Tennessee Nursing Licensure (non-degree student)—see the department chair for details.
- VII. Assessment of Major

Nursing majors are required to take National League of Nursing (NLN), or other standardized nursing tests throughout the program of study. During NUR 440, Community Health Nursing a comprehensive baccalaureate standardized test is given. Student assessments include but are not limited to, communication skills, therapeutic nursing interventions and critical thinking skills.
- VIII. Student Organizations and Student Awards, see the School of Nursing section of the Catalogue for details.
- IX. Financial Information
 - A. \$250 per semester hour for all nursing and non-nursing courses in addition to any applicable course fees.
 - B. Fees for Challenge Exams (NUR 310, 410) and Clinical Fees are listed in the *Catalogue* under "Financial Information."
- X. Requirements for Progression/Readmission to the Program—see policies printed in the "School of Nursing" section of the *Catalogue*.

Course Descriptions of Prerequisite Courses

() Hours Credit; J–Jackson; G–Germantown; F–Fall, W–Winter, S–Spring, Su–Summer, Ju–June, Jl–July, Au–August

BIO 300. Pathophysiology (3) J; W; G; Su II

Prerequisite: BIO 211,221,222.

This course will build on foundations established in previous science and nursing courses to facilitate further comprehension of the various states of altered health observed within the health care arena. Topics include stress, shock, altered acid-base balance, altered fluid and electrolyte balance, neoplasia, hypertension, immunodeficiency, genetic disorders, altered cardiac rhythms, renal failure and uremia.

MAT 114. Introduction to Statistics and Probability (3) J: F—Odd Years, A2; G: Su I—Day & Evening

Prerequisite: MAT 100 or equivalent.

Descriptive statistics with introduction to inferential statistics. Topics include organization of data into frequency distribution tables and histograms, measure of central tendency, measures of dispersion (standard deviation), basic mathematics probability, continuous distributions through the normal distribution, introduction to sampling theory and hypothesis testing.

Course Descriptions of Courses in the Nursing Major

() Hours Credit, F-Fall, W-Winter Term, S-Spring, Ju-June, Jl-July, III–August, E-Even year, O-Odd year

NUR 310. Health Assessment (3) F-Day, F-O-Evening, J: Ju-Day; G: S—Day & Evening

Prerequisite: Admission to the School of Nursing or by permission of the faculty.

The use of the nursing model in developing skills and knowledge related to history taking, assessing the health status of an apparently healthy individual and recognizing deviations from the normal. Communication technique is further developed by emphasis on interviewing skills. Emphasis will be on functional health patterns throughout the life span.

NUR 320. Theoretical Bases for Nursing Practice (1) J: W & S-Day, W-O-Evening, Ju-Evening; G: F—Day & Evening

Prerequisite: Admission to the School of Nursing.

An examination of the scientific knowledge base of nursing including an introduction to nursing theories as a basis for nursing practice.

NUR 330. Introduction to Research in Nursing (3) J: F-Day, F-O-Evening, Ju-To Be Arranged; G: F—Day & Evening

Prerequisite: MAT 114, Admission to the School of Nursing.

The role of the professional nurse in critiquing and utilizing nursing research literature. Critical thinking skills and the steps of scientific inquiry are applied to develop a research project.

NUR 333. Concepts of Professional Nursing (4)

The focus of this course is to acclimate the returning RN student to the professional nursing concepts found in wholistic nursing as derived from theory or research and include critical thinking and communication. This course also provides an emphasis on elements of professional writing, portfolio development and life-long learning.

NUR 350. Philosophical and Ethical Foundations in Health Care (3) J: To Be Arranged; G: W—Day & Evening

A study of the foundations of philosophy and ethics with emphasis on developing the student's ability to perform philosophical inquiry and generate philosophical arguments related to ethical issues and concerns in health care.

NUR 355. Spiritual Care in Nursing (3) On Demand

An examination of Christian values as a basis for providing spiritual care to clients and exploration of the role of the professional nurse in providing spiritual care. Resources will include the Bible, nursing literature, clergy, the community and personal spiritual resources.

NUR 410. Pharmacotherapeutics in Nursing Practice (3) J: S-Day, S-O-Evening, JI-To Be Arranged; G: F-Day & Evening

The biochemical and psychological effects of drugs on the holistic person in a multicultural society. Nursing process with different classifications of drugs is emphasized. Historical, economic, legal and ethical issues are identified.

NUR 420. Issues in Professional Nursing (2) J: W & S-Day; W-E-Evening, Ju-To Be Arranged; G: Ju-Day & Evening

The nurse's role in change through evaluation of historical and current issues impacting the profession and health care delivery systems. Consideration is given to the legal, ethical and moral obligations of the professional nurse.

NUR 430. Leadership and Management in Nursing (4) J: W-Day, S-O-Evening; G: S-Day & Evening

Prerequisite: NUR 300.

A study of health care organizational structure and the professional nurse's role as a patient advocate, leader, manager and change agent. Emphasis is on the application of the theoretical principles of leadership and management in the context of the health care delivery system. Use of the research process is identified as a management tool to test alternative solutions on which to base decision-making.

NUR 452. Intercultural Nursing (3) As Needed

A study of culturally appropriate and wholistic professional nursing care of persons in this pluralistic global society, Emphasis is placed on sensitivity to and respect for cultural diversity, communication, critical thinking, research and theories of intercultural nursing, cultural assessment, and strategic planning for competent nursing care which will result in positive health care outcomes for intercultural populations.

NUR 395-6-7. Special Studies (1-4)

Upper level group studies which do not appear in the regular departmental offerings.

NUR 495-6-7. Independent Study (1-4)

Individual research under the guidance of a faculty member(s).

Adult Studies Program

The LAUNCH Program, The Bachelor of Science in Organizational Leadership

Office: The LAUNCH Program Office, Jackson Campus

Director: Barbara Perry, Assistant Professor of Management

Phone: 731-661-5363

E-Mail: bperry@uu.edu

FAX: 731-661-5101

Recruiter: Luanne Powell

Phone: 731-661-5341

E-Mail: lpowell@uu.edu

Director CPL and Testing: Cindy Shirley

Phone: 731-661-5487

E-Mail: cshirley@uu.edu

Secretary: Karen Miller

Phone: 731-661-5472

E-Mail: kmiller@uu.edu

The McAfee School of Business Administration offers the Leadership for Adult Undergraduate Cohorts, *LAUNCH*, degree completion program designed to meet the needs of working adults. The program allows admitted students to complete the Bachelor of Science in Organizational Leadership, BSOL, degree in 18 months provided all other requirements have been met. The program is for adults with two or more years of college credit and at least two years of relevant work experience. Each student will be a member of a cohort group that will remain together for the 14 courses of the BSOL major, delivered through instructional modules. The BSOL degree is designed to enable adult students to become more effective managers and leaders. The mission of the *LAUNCH* program is to deliver contemporary business education within a Christian context for adult learners.

- I. BSOL Program Admission Requirements
 - A. Official transcripts documenting completion of at least 60 semester hours of acceptable coursework including 21 hours applicable to the General Core Curriculum.
 - B. ENG 111.
 - C. At least 24 years of age
 - D. Documentation of at least two years of relevant work experience.
 - E. Minimum cumulative grade point average of 2.0 on the 4.0 scale.
- II. Program Specific Policies
 - A. Pre-BSOL Program admission allows students who have not met Program Admission Requirements to take General Core and General Electives by meeting only University Admission requirements. Courses will be offered in the evenings in an accelerated format.
 - B. Credit for Prior Learning, CPL, may be awarded for experiential learning using portfolio-style documentation of learning. Students must be fully accepted and registered in the BSOL Program before submitting the portfolio. A maximum of 15 hours may be awarded toward the BSOL through CPL. Check with the CPL Director for application and full details.
 - C. Union University participates in several credit by examination programs following the guidelines of the American Council on Education. A maximum of 32 semester hours of credit by examination, including the maximum 15 CPL hours, may be applied toward the BSOL degree. See the Admissions section of the Catalogue for additional information.
 - D. BSOL students are exempted from the requirement that the last 12 hours must be completed in residence.
- III. General Core Curriculum Modifications—MAT 111 (College Algebra) or a higher level Math is required.
- IV. Specific Core Curriculum Requirements—none
- V. BSOL, Major Requirements—40 hours, in the order in which the courses are scheduled in the cohort: BSOL 401, 355, 402, 425, 432, 365, 350, 421, 415, 418, 435, 450, 448, 455
- VI. Minor Requirements—none
- VII. Assessment of Majors

Students will be tested to determine if program learning outcomes have been met. The ability to analyze data, solve problems, think critically, and communicate effectively in oral and written form will be evaluated in BSOL 418 & 455.
- VIII. Student Organizations and Student Awards, see the McAfee School of Business Administration section of the *Catalogue*.
- IX. Program Specific Financial Information
 - A. Enrollment Deposit \$100
 - B. Credit for Prior Learning, per course 75

C. Books/Materials	\$1,050
D. Graduation Fee	\$50
E. Change of Group Fee	\$15
F. Tuition	\$8,800
X. Calendar	

The academic calendars for the *LAUNCH* cohort groups do not parallel those shown in the main body of the Catalogue; the *LAUNCH* student will follow those calendars only if needing core curriculum or elective courses. *LAUNCH* calendars are specific to each cohort group. Classes begin on a continuous basis for the 18-month period with time off as noted on the calendars. Due to the accelerated nature of the cohort program, you are required to spend four hours per week outside of class in group study at a site approved by the university. To obtain the calendar for a specific cohort group, please contact the *LAUNCH* Office.

Bachelor of Science in Organizational Leadership Courses:

350. Personal and Managerial Finance (2)

Financial planning and management techniques, procedures, laws and assessment tools principally relating to one's personal finances but with significant overlap with corporate financial matters. Topics include personal accounting and budgeting, time value of money, credit and housing decisions, insurance products, investment vehicles, and retirement and estate planning.

355. Quality Management (3)

The concepts of Total Quality as they relate to the manufacturing and service environment. The uniqueness of quality is analyzed in relation to a systematic management process that improves customer satisfaction. The principles of quality management are integrated with the phases of a continuous improvement process. An assessment tool is presented to evaluate how well a company is doing in pursuing a quality improvement process.

365. Systems Supporting Quality Service (3)

An examination of organizational systems that are critical to quality service. Participants evaluate conditions necessary for change and techniques for promoting and managing change. Emphasis is placed on application of theoretical concepts to the participant's work environment in such areas as quality service opportunities, the role of manager, total employee involvement, customer identification and customer report cards. Participants design a training program and a recognition system that foster quality and customer service.

401. Principles of Self-Management (2)

Group interaction skills and the management of individual and professional priorities. Includes behavioral style analysis, communication processes within groups, versatility in dealing with supervisors and subordinates, goal setting, setting priorities and time management.

402. Management and Leadership (3)

Techniques of management and leadership and their application to the development of improved managerial effectiveness.

415. Accounting for Managers (3)

Financial and managerial accounting related to business and non-profit entities. This user-oriented, rather than accountant-oriented, course will focus on the accounting process, financial statements, reports and control techniques to give perspective and skill necessary to read, analyze and interpret reports created by accountants. The course is

aimed at understanding control techniques, including standard costing, and capital and operational budgeting, used by firms to assess and improve efficiency in the firm's operations and use of its assets.

418. Management of Communication & Information Systems (3)

Drawing on communication theory, students will learn to develop effective organization communication systems. Emphasis on diagnosing information needs and communication patters. Students will learn the positive and negative aspects of all types of information storage, retrieval, manipulation and transmission methods.

421. Principles of Marketing (3)

An integrated analysis of the role of marketing within an organization. An examination will be made of the factors affecting consumer behavior, the development of marketing strategies, and the cognition of marketing variables.

425. Issues in Ethics (3)

A study of representative ethical theories as they relate to various contemporary problems in management. Special consideration will be given to the application of Christian ethical principles to values clarification and decision-making in the business world.

432. Organizational Behavior (3)

A study of organizational theory and application. The managerial functions of planning, controlling, staffing, directing and motivating are explored in the contexts of both individual and group behavior.

435. Human Resource Management (3)

The development of policies and techniques necessary to ensure effective management within complex organizations. Civil Service regulations, unions in the public and private sectors, and organizational training and development will be examined.

450. Negotiation and Conflict Resolution (3)

Using simulation, case studies and field work assignments, this course focuses on the development of the communication and management skills essential for successfully resolving conflict situations involving both labor and management practices and the structural dysfunctions of organizations.

448 Strategic Planning (3)

Students will develop or improve skills in the critical areas of applied organizational research and managing the planning process with a focus on strategic and operational planning.

455. Seminar in Business (3)

This capstone course in business administration is designed to integrate the content of the core courses into an applied management framework. Elements of this course include decision-making in a wide variety of areas on advanced level case analyses. Substantial reading of various managerial perspectives and applications of those perspectives to the student's work setting is required.

Adult Studies Program

The R. G. Lee Centers: Associate of Divinity Degree

Office: Church Services
Director: Paul Veazey
Phone: 731-661-5160

Email: jmoore@uu.edu
FAX: 731-661-5177
Contact: Joanna Moore, Administrative Assistant

Offered at sites throughout West Tennessee, this program is designed primarily as an adult education degree for the non-traditional student. It is a professional degree which incorporates an exposure to the liberal arts through the general education requirements.

A minimum of 66 semester hours must be completed and a grade point average of 2.0 is required for all courses attempted.

- I. Program Specific Policies: During the first year the associate degree is offered at a center, students may transfer as many as 39 semester hours of approved credit toward the Associate of Divinity degree. Up to 24 of these 39 hours may be earned through the Seminary Extension Department of the Southern Baptist Convention restricted to those approved by the American Council on Education.
- II. Program Admission:
 - A. At least 25 years of age
 - B. Have served in some capacity in their church for at least three years.
 - C. A letter of recommendation from his/her church.
- III. Associate of Divinity Specific General Education requirements—15 hours
 - A. ENG 111 and 112—6 hours
 - B. PHL 240; HIS 101; MAT (3 hours)—9 hours
- IV. Other Associate of Divinity Requirements—51 hours
 - A. Three Old Testament courses from: RGL 314, 317, 415, 416, one of RGL 320-358.
 - B. Three New Testament courses from: RGL 300, 301, 302, 423, one of RGL 359-378.
 - C. Three Theological courses: RGL 113, 243, 304.
 - D. General Studies: RGL 303.
 - E. Ministry Studies: RGL 261, 263, 305.
 - F. Three Electives from: RGL 306, 307, 308, 309, 310, 311, 454.
 - G. Practicum: RGL 481
- V. Minor Requirements: None
- VI. Assessment of Majors: Students pursuing the Associate of Divinity degree are required to take RGL 481, Christian Ministries Internship.

Description of Associate of Divinity Courses

RGL 113. Introduction to Bible Study and Interpretation (3)

The study of the process of hermeneutics or interpretation. Special emphasis is given to the methodology of step-by-step Bible study.

RGL 243. Approaches to Moral Decision Making (3)

An introduction to Christian ethics, focusing on methodology with a survey and comparison of philosophical, secular, and theistic perspectives on the moral life, then moves on to develop a comprehensive evangelical approach.

RGL 261. Introduction to Christian Education (3)

The origin, purposes, officers and curriculum of the organizations of the local church.

RGL 263. Homiletics (3)

A study of the basic techniques of sermon preparation and delivery.

RGL 314. Studies in the Pentateuch (3)

An intensive study in the first five books of the Old Testament.

RGL 317. Minor Prophets (3)

A study of the minor prophets.

RGL 300. The Life of Christ (3)

A study of the life of Christ as recorded in the Synoptic Gospels.

RGL 301. Pauline Epistles (3)

An exegetical study of selected Pauline epistles.

RGL 302. Hebrews, General Epistles, Revelation (3)

An exegetical study of Hebrews, Revelation, and selected General Epistles.

RGL 303. Contemporary Life and Practice (3)

Contemporary issues as they relate to practical and ethical issues from a Christian perspective. Topics include vocation, time and resource management, marriage relationships, conflict resolution, evangelism, church involvement, Christian world view, devotional life, and practical ethics.

RGL 304 . Christian Doctrine (3)

Major theological doctrines of Christianity such as the Trinity, revelation, God, creation, sin, the fall of man, Christology, the Atonement, the Holy Spirit, the church, the Christian life, and eschatology.

RGL 305. Pastoral Ministries (3)

A course designed to deal with the practical work of the pastor.

RGL 306. Introduction to Christian Evangelism (3)

The Biblical and doctrinal basis for evangelistic preaching, planning, and programming.

RGL 307. Church Ministry with Preschool and Children (3)

Curriculum for preschoolers and children and focusing on issues relating to children and their parents.

RGL 308. Church Ministry with Youth (3)

Youth ministry within the local church focusing on church organizations, practical aspects of youth ministry, meeting the needs of youth, and the unique role of the minister with youth.

RGL 309. Church Ministry with Adults (3)

Adult ministry as it deals with adult curriculum and the church's responsibility to minister with families and marriages.

RGL 310. Youth Ministry Issues (3)

Issues facing youth as they deal with the developmental nature of youth and the issues affecting youth and their families.

RGL 311. Survey of Missions (3)

A survey of missions and mission outreach with a particular focus on Southern Baptist missions.

RGL 415. Poetry & Wisdom Literature of the Old Testament (3)

An intensive study of Hebrew poetry and wisdom literature. (Job, Psalms, Proverbs, Ecclesiastes).

RGL 416. Major Prophets (3)

The origin and development of Hebrew prophecy; an exegetical study of some of the major prophetic books of the Old Testament.

RGL 423. The Johannine Literature (3)

An intensive study of the Gospel of John and the Johannine Epistles.

RGL 454. Southern Baptist Life (3)

A survey of the history, structure and activities of the Southern Baptist Convention.

RGL 481. Christian Ministries Internship (3)

Applied church ministry. Students will spend 3 weeks in the classroom followed by a minimum of 115 hours in a church or Christian related organization.

RGL 320-378

A study of the book(s) indicated below with attention to its exposition, historical setting, and meaning for Christians today, as well as an emphasis on how to teach the book in a local church.

- RGL 320. Genesis (3)
- RGL 321. Exodus (3)
- RGL 322. Leviticus (3)
- RGL 323. Numbers (3)
- RGL 324. Deuteronomy (3)
- RGL 325. Joshua (3)
- RGL 326. Judges (3)
- RGL 327. Ruth (3)
- RGL 328. I Samuel (3)
- RGL 329. II Samuel (3)
- RGL 330. I Kings (3)
- RGL 331. II Kings (3)
- RGL 332. I Chronicles (3)
- RGL 333. II Chronicles (3)
- RGL 334. Ezra (3)
- RGL 335. Nehemiah (3)
- RGL 336. Esther (3)
- RGL 337. Job (3)
- RGL 338. Psalms (3)
- RGL 339. Proverbs (3)
- RGL 340. Ecclesiastes (3)
- RGL 341. Song of Songs (3)
- RGL 342. Isaiah (3)
- RGL 343. Jeremiah (3)
- RGL 344. Lamentations (3)
- RGL 345. Ezekiel (3)
- RGL 346. Daniel (3)
- RGL 347. Hosea (3)
- RGL 348. Joel (3)
- RGL 349. Amos (3)
- RGL 350. Obadiah (3)
- RGL 351. Jonah (3)
- RGL 352. Micah (3)

- RGL 353. Nahum (3)
- RGL 354. Habakkuk (3)
- RGL 355. Zephaniah (3)
- RGL 356. Haggai (3)
- RGL 357. Zechariah (3)
- RGL 358. Malachi (3)
- RGL 359. Matthew (3)
- RGL 360. Mark (3)
- RGL 361. Luke (3)
- RGL 362. John (3)
- RGL 363. Acts (3)
- RGL 364. Romans (3)
- RGL 365. I Corinthians (3)
- RGL 366. II Corinthians (3)
- RGL 367. Galatians (3)
- RGL 368. Ephesians (3)
- RGL 369. Philippians (3)
- RGL 370. Colossians (3)
- RGL 371. I Thessalonians (3)
- RGL 372. II Thessalonians (3)
- RGL 373. The Pastoral Epistles: I, II
Timothy, Titus, Philemon (3)
- RGL 374. Hebrews (3)
- RGL 375. James and Jude (3)
- RGL 376. I, II Peter (3)
- RGL 377. John I, II, III (3)
- RGL 378. Revelation (3)

Adult Studies Program

The R. G. Lee Centers: Diploma in Christian Ministry

Office: Church Services
Director: Paul Veazey
Phone: 731-661-5160
Email: jmoore@uu.edu
FAX: 731-661-5177
Contact: Joanna Moore, Administrative Assistant

This program is designed primarily as an adult education diploma which incorporates an exposure to the liberal arts through the general education requirements.

A minimum of 30 semester hours must be completed. A grade point average of 2.0 is required for all courses attempted.

Credit earned through the Diploma of Christian Ministry program will apply toward the Associate of Divinity degree as outlined above.

- I. Program Specific Policies: During the first year the diploma program is offered at a center, a student may transfer as many as 18 semester hours of approved credit into the diploma program. Up to 12 of these 18 hours may be earned through the Seminary Extension Department of the Southern Baptist Convention restricted to those courses approved by the American Council on Education
- II. Program Admission: Students in this degree program must be at least 25 years of age and have served their church in some capacity for at least three years. Persons under the age of 25 may earn up to 6 hours of credit with special permission from the Director of the R. G. Lee Center. In addition to university admissions requirements applicants must present a letter of recommendation from their church.
- III. Diploma in Christian Ministries General Education Requirements—6 hours
 - A. Two courses from: ENG 111, 112; PHL 240; HIS 101; Math (3 hours).
- IV. Christian Ministries Requirements—24 hours
 - A. Two Old Testament courses from: RGL 314, 317, 415, 416, one of RGL 320-358.
 - B. Two New Testament courses from: RGL 300, 301, 302, 423, one of RGL 359-378.
 - C. Two Theological courses from: RGL 113, 243, 304.
 - D. Two Ministry Studies courses from: RGL 261, 263, 307, 454.
- V. Minor Requirements: None
- VI. Assessment of Majors:

Description of Courses in the Diploma in Christian Ministries are included above with those for the Associate of Divinity.