SCHOOL OF ADULT AND PROFESSIONAL STUDIES

Faculty
Beverly Absher-Bone (2004). Dean, School of Adult and Professional Studies and Professor of Educational Leadership. B.S. and M.B.A., University of North Alabama; Ed.D., Union University.
Renee Dauer (2010) Campus Director and Chair, Adult and Professional Studies—Hendersonville, and Associate Professor of Organizational Leadership. B.S., Ohio University; M.A., Western Kentucky University; Ed.D., Union University.
Debra Tolladay (2017). Program Director and Assistant Professor, School of Adult and Professional Studies—Hendersonville. B.S., University of Illinois; M.B.A., University of St. Francis.
Beth Madison (2007). Associate Professor of Science. B.S., University of Tennessee; M.S., University of Kentucky; Ph.D., Kansas State University.

Staff

Mission Statement
The School of Adult and Professional Studies delivers an integrated, multi-disciplinary education for adult learners that affirms both faith and learning, equipping graduates to think and serve faithfully in all endeavors consistent with the University’s core values of being excellence-driven, Christ-centered, people-focused, and future-directed.
Degrees Offered

Associate of Science in Professional Studies

Bachelor of Science in Organizational Leadership

Curriculum

The School serves undergraduate non-traditional adult students in degree-completion programs, undergraduate and graduate certificate programs, and continuing education initiatives at the University. It focuses, as well, on community extended learning efforts.

The Associate of Science in Professional Studies (ASPS) degree is uniquely designed to facilitate the degree progression for adult students who have little or no previous college credits. The ASPS degree features an 18-month rotation of courses created specifically for adult students and offers concentrations in: Organizational Leadership, Christian Leadership, and Human Services.

After completing the Associate of Science in Professional Studies program, students are prepared to enroll in one of Union's Adult Studies bachelor's degrees, where they can earn their degree in as little as 18 months.

The Bachelor of Science in Organizational Leadership (BSOL) is a degree completion program designed to meet the needs of working adults. The program allows the completion of the BSOL degree in as little as 18 months and is for adults with 2 or more years of college credit and at least 2 years of relevant work experience.

The BSOL major may be completed with a concentration in one of seven areas: Organizational Management, Health Management, Church Leadership, Project Management, Criminal Justice Administration, Information Technology, or Manufacturing and Industry Management. Students who meet admission criteria, however, are unable to come on campus for classes, now have the option of completing the BSOL major fully online. Check with the School of Adult and Professional Studies for details.

For additional information, including direct contact information to program personnel, please check www.uu.edu/bsol/.

Program Admission

The Associate of Science in Professional Studies (ASPS) program accepts qualified adult students who have little or no prior college credit. The goal of ASPS is to provide intentional and individualized programs to include academic advising and course selection to help beginning adult students in their transition into academic life, and foster their strengths and achievements to help them complete a degree from Union University. Students admitted into the ASPS or BSOL Programs must be 24 years of age or older. Prior to admission, the student must submit an application for admission and processing fee; High School Diploma or GED/HISET or equivalency; transcripts from all institutions of higher learning attended; immunization record; written rationale statement describing desire to attend Union University; and two letters of recommendation on provided forms.

Students with 24 hours of college credit achieved will be admitted under the University transfer admission guidelines. Students with less than 24 hours of college credit will be admitted under the University's freshman admission criteria. Students who do not meet one or more of these criteria for admission may apply for conditional admission. Conditional admission will be evaluated based on the student's application portfolio by the Undergraduate Admissions & Retention Committee. Students may be fully admitted to the program after satisfying the conditions determined by the committee.

In addition to University admission requirements, the BSOL applicant must provide official transcripts documenting completion of a minimum of 60 semester hours of acceptable college credit including ENG 111 and 18 additional hours applicable to the General Core. All coursework attempted must document a cumulative GPA of 2.0 or higher.

Testing and Credit for Prior Learning

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. Check with the CPL Director for application and full details.

Union University participates in several credit by examination programs following the guidelines of The Council for Adult and Experiential Learning (CAEL) and The American Council on Education (ACE). A maximum of 32 semester hours by examination and a maximum of 28 CPL hours may be applied toward the BSOL degree. See the "Admissions" section of the Catalogue for additional information.

Union University awards credit for non-collegiate sponsored education in accordance with ACE and CAEL guidelines. Transcription of this credit is available to matriculated students. It includes credit for learning experiences in all branches of the military and through participating industry education programs.

Degree Requirements

Associate of Science in Professional Studies

I. General Core Requirements—32 hours
A. ENG 111 and 112—6 hours
B. COM 112 or COM 235—3 hours
C. ENG 201 or ENG 202—3 hours
D. Choose two: BIO 100, CHE 102, PHY 111—8 hours*
(Previously earned hours in biology, chemistry, physics, earth science, astronomy, environmental science, geology will apply)
E. MAT 101 or higher—3 hours**
F. HIS 101 or HIS 102—3 hours
G. CHR 111 and CHR 112—6 hours
*Students planning to pursue the Bachelor of Science in Nursing must take BIO 221, BIO 222.
**Students planning to pursue the BSOL degree must take MAT 107 or higher. Students planning to pursue the Bachelor of Science in Nursing must take MAT
II. Choose one of the following:
A. Christian Leadership—28 hours
   1. APS 201, CSC 100, CHR 333, PSY 213, APS 215, APS 230, CHR 113, CHR 338
   2. Choose two: CHR 243, ICS 110, APS 270, CHR 305, CHR 367, SW 200
B. Organizational Leadership—28 hours
   1. APS 201, CSC 100, SOC 211, PSY 213, APS 215, APS 230, HIS 101 or HIS 102, General Core or Humanities elective (as defined in Adult Studies core)—3 hours
   2. Choose two*: PSY 219, ICS 110, APS 250, APS 270, CHR 113, SW 200
   *Students planning to pursue the Bachelor of Science in Nursing must choose PSY 219.
C. Human Services—28 hours
   1. APS 201, CSC 100, SOC 211, PSY 213, ICS 110, APS 230, Foreign Language—3 hours, General Core or Humanities elective (as defined in Adult Studies core)—3 hours
   2. Choose two: PSY 219, APS 215, APS 250, APS 270, SW 225, SW 200

Bachelor of Science in Organizational Leadership

III. General Core Requirements
   A. General Core and transfer policies specific to Adult Studies Programs are detailed in the "Adult Studies" section of the Catalogue.
   B. Must include MAT 107 or higher

IV. BSOL Major Requirements—40 hours
A. BSOL Core: BSOL 400, 401, 402, 418, 435, 448, and 451—19 hours
B. Concentration, select one:
   1. Organizational Management: BSOL 355, 410, 415, 421, 425, 432, 455—21 hours
   2. Health Management: BSOL 323, 325, 341, 356, 421, 432, 456—21 hours
   3. Church Leadership: BSOL 336, 415, 420, 428, 432, 443, 457—21 hours
   5. Criminal Justice Administration: BSOL 312, 351, 375, 415, 425, 440, and 459—21 hours
   6. Information Technology: BSOL 405, 410, 411, 412, 415, 455, 470—21 hours

III. Electives to meet 128 minimum hours
IV. Minor: No minor is required but may be met according to requirements stated by the department awarding the minor.

Credit by Testing

CLEP and DANTES credit by testing may be applicable to the student’s program as detailed in the Credit By Examination section of the catalogue. CLEP and DANTES attempts can be made no later than ten weeks prior to graduation. This deadline also applies to exams taken at other institutions that are to be applied toward graduation from Union. Registration for testing is limited; therefore, students are encouraged to make plans and register for testing as early in their program of study as possible.

Financial Information

BSOL Tuition.......................... $425/hour
ASPS Tuition.......................... 285/hour
General Student Fee...................... 20/hour

Course Offerings in the Associate Degree (ASPS)

The ASPS is a multidisciplinary degree, which includes 32 hours from the University’s General Core. The remaining 28 hours are comprised of courses across several disciplines. Course descriptions may be found under the specific academic units offering those courses. Specific ASPS courses offered through the School of Adult and Professional Studies include:

201. Learning Strategies for College Success (1)
This course is designed to empower students to reach their educational and career goals. It also introduces students to strategies, techniques and self-management tools commonly recognized to lead to success in college (and beyond). Topics include making a smooth transition to college, time management, critical thinking, education/career goal setting and success strategies, learning styles and strategies, use of technology, and beginning research skills.

215. Learning from Great Leaders (3)
What makes a great leader? What is your own leadership potential and how can you increase it? Great leaders possess several key leadership skills. In this course, students will discover insights from recognized historical leaders, examine key leadership theories, styles and qualities, and increase their leadership awareness and potential.
230. Personal Budgeting and Financial Planning (3)
The goal of Personal Budgeting and Financial Planning is to explore the major concepts of financial planning and give the student a framework and basic tools to help reach their personal life financial objectives. This course will expose the student to a number of personal financial topics which can lead the student to more in-depth exploration and financial planning.

250. Teams and Virtual Teams (3)
This course helps the team leader or supervisor design and assemble a winning team to achieve the goals of the organization. Lessons include vital information such as design and purpose of teams in various real life scenarios, the psychological aspect of the team membership and team building, shaping realistic goals and assessing resources to develop your team, the current challenges of virtual offices and teams, and team building and leadership development skills to motivate and inspire your team to achieve maximum success.

270. Professionalism and Leadership (3)
This course provides students with an understanding of the role that etiquette and professionalism play in helping civil people respond and interact appropriately with each other. It provides students with the knowledge and skills needed to project a professional image and to communicate and interact professionally in today’s business or social environment.

Course Offerings in Organizational Leadership (BSOL)

275. Prior Learning Assessment Theory and Practice (3)
Prior Learning Assessment Theory and Practice is a course designed to help students articulate, compile, and document college-level prior learning that was acquired from non-classroom experiences such as work, professional training, military careers, volunteering, and personal life. This course will help students to identify areas of learning they may want to have evaluated for college-level equivalency. The course will also guide students through the preparation and compilation of all components required for the evaluation of a portfolio or prior learning through LearningCounts.org. Students will learn critical reflection skills to rethink the value of their learning and its implications for future learning. Adult learning theory, models, and concepts will be discussed and applied to case studies. This course is only offered online and is for BSOL students only.

312. Criminology (3)
A study of theories and research in relation to the causes of crime, punishment and treatment of crime.

323. Medical Legal Concepts (3)
Overview of legal issues confronting health care administrators, designed to examine laws, rules, regulations, statutes and legal liabilities faced on a day-to-day basis.

325. Medical Ethics (3)
Theories, principles and relevant case studies giving application of Christian ethical principles to values clarification and decision-making in the medical field.

330. Engineering Economy (3)
Presents basic principles of economic analysis related specifically to the realm of engineering and construction; covers methods of developing engineering alternatives to capital investment projects using economic and financial principles.

336. Leadership and Change for Church Leaders (3)
Study of change and its impact on a church culture. The development and implementation of cultural needs assessment and the process of building cultural bridges to meet the changing needs of church communities will be discussed.

341. Health Care Finance (3)
Introduction to fundamental financial concepts and skills necessary to success as managers in an increasingly competitive health care environment.

351. Introduction to Criminal Justice (3)
Introductory study to criminal justice system, including the structure, process and function of the police, court system and its subsystems, and the processing of offenders.

355. Quality Management in Organizations (3)
The concepts of Total Quality as they relate to leadership and organizations. The uniqueness of quality is analyzed in relation to a systematic process that improves customer satisfaction. The principles of quality standards are integrated with the phases of a continuous improvement process.

356. Quality Improvement in Health Care Settings (3)
History and theory of quality management as well as TQM principles applied to physician services, hospitals, medical staffs and the utilization management function. Interpretation and analysis of data as it relates to improving organization performance is examined and practiced.

375. Corrections (3)
Examination of the correctional system, incarceration, alternatives to incarceration and some of the controversial issues involving corrections in the United States.

400. BSOL Orientation (1)
This is a brief course which helps students understand and access Union-related technologies and tools, including email, portal, Moodlerooms, the online Library, and the Student Helpdesk; and provides students with guidelines and policies related to attendance and participation, grading and academic integrity, financial aid, student services, and academic development and progress toward their degree. This course is required of all entering online BSOL students before beginning BSOL 401, Personal Assessment and Development.

401. Leadership Assessment and Development (3)
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. Leadership Principles and Practices (3)
Techniques of management and leadership and their application to the development of improved managerial effectiveness.

405. Survey of Information Technology (3)
Prerequisites: BSOL 401 and 418
This course is an introductory course to computers and information technology. It includes computer and information literacy, with the main emphasis on competency with software through hands-on practice. Topics include introduction to microcomputer operation, Windows, word processing, spreadsheets, data management, Internet, and email. Students shall work in a computer lab or at home, using PCs and a popular integrated program such as Microsoft Office.

410. Modern Technology in the Workplace (3)
An integrated approach to develop understanding of essential information system, principles and common software applications while emphasizing the use of technology and practical applications within the organization.

411. Computer Ethics (3)
Prerequisites: BSOL 401, 405, 418
This course presents major social and ethical issues in computing, including impact of computers on society and the computer professional's code of ethics.

412. Database Management (3)
Prerequisites: BSOL 401, 405, 418
This course provides students an introduction to the design and programming of database systems, with a focus on the ER (entity-relationship) approach to data modeling, the relational model of database management systems (DBMSs), knowledge creation and sharing, and the use of query languages such as SQL.

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, and operational budgeting, used by firms to assess and improve efficiency in the firm’s operations and use of assets.

418. Strategic Communication in Organizations (3)
Drawing on communication theory, students will learn to develop effective organization communication systems. Emphasis on diagnosing information needs and communication patterns. Students will learn the positive and negative aspects of all types of information storage, retrieval, manipulation and transmission methods.

420. Church Finance and Budgeting (3)
Budgeting for churches: process, challenges, tax implications, and ramifications will be discussed.

421. Marketing and Promotion (3)
An integrated analysis of the role of marketing in society and the marketplace, including consumer behavior, promotion, advertising media, budgeting and planning, and the creation of advertising messages.

425. Ethical Leadership (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.

428. Ministry Marketing and Church Growth (3)
Integrated analysis of the role of marketing within a church and an examination of factors affecting members, the development of marketing strategies, and the understanding of marketing variables to enable church growth and evangelism.

430. Logistics Management (3)
Fundamental principles of logistics management including customers, planning, scheduling, cost estimation, human resources, communications systems, risk management and change management. Current challenges, strategies and innovations of logistics management will be identified and discussed.

432. Organizational Theory (3)
A study of organizational theory and application. Employee reactions to working conditions, along with the managerial functions of employee selection, training, proficiency, evaluation, motivation, and morale are explored in the contexts of both individual and group behavior.

433. Work Design and Measurement (3)
Teaches method improvement, work measurement and work design as they are applied to manufacturing and service industries to increase productivity and improve worker health and safety. Topics will include Pareto analysis, fish diagram, Gantt chart, process chart, worker machine relationship, lean manufacturing, plant layout, motion analysis, NIOSH, OSHA, and time study.

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.

438. Environmental Management (3)
Rules and regulations as they apply to the workplace, among them Resource Conservation and Recovery Act, Clean Air Act, Clean Water Act, Safe Drinking Water Act, Comprehensive Environmental Response, Compensation and Liability Act, Emergency Planning and Right to Know Act. Requirements for compliance will be discussed.

440. Criminal Investigation (3)
Analysis of methods of investigation of felony crimes. Techniques of crime scene analysis, interrogation and other investigative techniques are emphasized.
443. Issues in Christian Ethics (3)
Examination of the moral dimensions of Christian ministry and moral issues facing ministers daily. Attention is given to the minister’s personal, professional and collegial relationships and moral responsibilities.

448. Organizational Research and Planning (3)
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.

451. Interpersonal 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.

455. Current Issues in Organizational Management (3)
This capstone course in organizational management 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.

456. Current Issues in Health Management (3)
Comprehensive course to allow synthesis and application of concepts to a variety of health care topics related to organization and administration in health services.

457. Current Issues in Church Leadership (3)
Capstone course providing opportunities to synthesize and apply elements from a variety of related topics to the organization and administration of the local church, in particular to globalization.

458. Current Issues in Project Management (3)
This comprehensive capstone course provides opportunities to synthesize and apply elements from a variety of related topics to project management. Elements of this course include decision-making in a wide variety of areas on advanced level case analyses. Substantial reading of various leadership and managerial perspectives and applications of those perspectives to the student’s work setting is required.

459. Current Issues in Criminal Justice (3)
Capstone course providing opportunities to synthesize and apply elements from a variety of topics to management within criminal justice.

460. Current Issues in Manufacturing and Industry Management (3)
Comprehensive capstone course that provides a framework for the student to integrate content from the core courses, and to synthesize and apply elements from a variety of related topics to manufacturing and industry management. Substantial reading of various leadership and managerial perspectives and application of those perspectives to a manufacturing and industry work setting is required.

470. Information Technology Project Seminar (3)
Prerequisites: BSOL 401, 405, 410, 411, 412, 418
The Information Technology Projects course allows students to describe a problem that can be solved using information technology and then suggest and implement an approach for the solution. The project should employ broadly available technology, and usually involve either the construction or evaluation of a substantial software artifact, with the principles of software project management being used to guide its development and documentation.

195-6-7. Special Studies (1-4) On Demand
Lower-level group studies which do not appear in the regular departmental offerings.

295-6-7. Special Studies (1-4) On Demand
Upper-level group studies which do not appear in the regular departmental offerings.

395-6-7. Special Studies (1-4) On Demand
Upper-level group studies which do not appear in the regular departmental offerings.