

# DEPARTMENT OF CONTINUING STUDIES

## COLLEGE OF EDUCATION AND HUMAN STUDIES

### Faculty

**Beverly Absher** (2004). Associate Vice President for Auxiliary Operations and Chair, Department of Continuing Studies. B.S. and M.B.A., University of North Alabama; Ed.D., Union University.

**Renee Dauer** (2010) Assistant Professor of Organizational Leadership and Director of Continuing Studies—Hendersonville. B.S., Ohio University; M.A., Western Kentucky University.

**Beth Madison** (2007). Assistant Professor of Science. B.S., University of Tennessee; M.S., University of Kentucky; Ph.D., Kansas State University.

**Sam Myatt** (1987). Professor of Education, Assistant Registrar and Director of Academic Services for the Department of Continuing Studies. B.S., Lambuth University; M.Ed. and Ed.D., University of Memphis.

**Dayna Street** (2007). Program Director, Department of Continuing Studies – Germantown and Assistant Professor of Organizational Leadership. B.A., Christian Brothers University, M.A.Ed., Union University.

# ADULT STUDIES/CONTINUING STUDIES

## BACHELOR OF SCIENCE IN ORGANIZATIONAL LEADERSHIP

### Curriculum

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

The First Step Program is aimed at facilitating the degree progression of adult students who have little or no prior college credits. First Step allows adults new to higher education the opportunity to begin and finish their degree at Union, with an 18-month rotation of online and accelerated core classes created specifically for adult students. After completing the First Step Program, students are prepared to enroll in the BSOL program, where they can earn their bachelor's 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. Each student becomes a member of a cohort that remains together for the 14 courses of the major. The BSOL is designed to enable adult students to become more effective managers and leaders.

The BSOL major may be completed with a concentration in one of five areas: Organizational Management, Health Management, Church Leadership, Project Management, or Criminal Justice Administration. On occasion, the BSOL major may be modified for a cohort to focus on a particular profession or field of interest. Check with the Continuing Studies Office for details.

For additional information, including direct contact information to program personnel, please check

*see p. 1.*

### Program Admission

First Step Program Admission accepts qualified adult students who have little or no prior college credit. Students must be a graduate of an accredited high school or have a state high school equivalency diploma, and be at least 24 years of age. The following items must be submitted to be considered for admission: application for admission, processing fee, transcripts from all accredited institutions attended, high school transcript/GED if less than 24 college credit hours achieved, immunization record, a rationale statement describing why they desire to attend Union University, and two letters of recommendation on provided forms.

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. The applicant must be at least 24 years of age and provide documentation of at least two years of relevant work experience.

### Program Specific Policies

Pre-BSOL Program Admission allows transfer students who have not met Program Admission Requirements to take General Core and Electives by meeting only University Admission requirements. Courses will be offered in the

# Academic Calendars

The academic calendars for the rs

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**401. Personal 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.

**410. Information Systems for the Workplace (2)**

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.

**413. Diversity in the Workplace (2)**

An introductory sociological analysis of the workplace realities present in the contemporary American context through which the student will gain knowledge about the changing society and workforce, as well as the various benefits and challenges of diversity. Topics include: valuing diversity, barriers to diversity, affirmative action, managing diversity, and future trends.

**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. The Art of Communication (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

**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.

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**195-6-7. Special Studies (1-4) On Demand****295-6-7. Special Studies (1-4) On Demand**

Lower-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.