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

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

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

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

P   **J. C**   (2009) Secretary, Continuing Studies.

K   **F**   (2015). Coordinator of Continuing Studies and Master's Degree Programs in Education – Hendersonville. B.A., Virginia Polytechnic Inp07 628.ed76 pJ6

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

I. G   E   R

   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

II. BSOL M   R   40

   A. BSOL Core: BSOL 401, 402, 413, 418, 435, 448, and 451—20 hours

   B. Concentration, select one:

     1. Organizational Management: BSOL 355, 410, 415, 421, 425, 432, 455—20 hours

     2. Health Management: BSOL 323, 325, 341, 356, 421, 432, 456—20 hours

     3. Church Leadership: BSOL 336, 415, 420, 428, 432, 443, 457 —20 hours

     4. Project and Logistics Management: BSOL 330, 415, 425, 430, 433, 438, 458—20 hours

     5. Criminal Justice Administration: scct one:

350. P_____ M_____ F_____ (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.

351. I_____ C___ J_ (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. Q__ M_____ O_____ (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. Q__ I_____ H___ C__ S____ (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. C_____ (2)
Examination of the correctional system, incarceration, alternatives to incarceration and some of the controversial issues involving corrections in the United States.

401. P____ A_____ D_____ (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.

400. BSOL O_____ (0)
This is a brief, non-credit 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.

402. L_____ P_____ P____ (3)
Techniques of management and leadership and their application to the development of improved managerial effectiveness.

405. S__ I_____ T_____ (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. M__ T_____ (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.

411. C____ E__ (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. D__ M_____ (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.

413. D_____ (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. A_____ M____ (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. T_ A_ C_____ (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. C__ F__ B_____ (3)
Budgeting for churches: process, challenges, tax implications, and ramifications will be discussed.

421. M   P   (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. E   L   (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. M   M   C   G   (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

195-6-7. S   **S**   (1-4) O   D
295-6-7. S   **S**   (1-4) O   D
Lower-level group studies which do not appear in the regular departmental offerings.

395-6-7. S   **S**   (1-4) O   D
Upper-level group studies which do not appear in the regular departmental offerings.